



Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

NOTRE DAME COLLEGE JOB OPPORTUNITY

TITLE: Associate Director of Financial Aid
DEPARTMENT: Financial Aid
REPORTS TO: Director of Financial Aid
POSITION DURATION: 12 Months
JOB STATUS: Full-time
DEADLINE TO APPLY: Posted Until Filled

Job Summary

Under the directives of the Director of Financial Aid, the position is responsible for functioning as the Director of Financial Aid as required. Oversees daily functions such as administering and processing financial student awards as dictated by institutional policy and federal and state laws and regulations, and counsels students and parents regarding financial eligibility. Acts as a resource regarding Financial Aid services to students, student families, internal departments, and other stakeholders of the college.

Job Duties and Responsibilities:

1. Acts in Director's place when Director is unavailable.
2. Assists Director in processing and reconciliation of state grants.
3. Manages all aspects of returning student awarding, including review of student files, processing of awards, counseling of students and parents, and ensuring all federal, state, and colleges policies and regulations are followed.
4. Reviews and processes special circumstance appeals; participates on special circumstance committee.
5. Collaborates with other Student Services and campus departments as needed to provide accurate, comprehensive, holistic service.
6. Works additional hours (evening and weekends) during peak processing times to meet critical deadlines.
7. Assists college events as needed which include occasional evening and weekend commitments.

Minimum Eligibility Requirements:

Knowledge, Skills & Abilities

Education:

- Bachelor's degree in a related field required.
- Knowledge of general federal and state financial aid policies, procedures, and eligibility requirements, or strong interest and willingness to learn.

Experience:

- A minimum of 4 years financial aid or related higher education student services experience or related office administration experience required.
- Strong computer knowledge and experience with Microsoft Office and Electronic Student Aid Processing.

Skills & Abilities:

1. Excellent organizational, analytical, multi-tasking and time management skills.
2. Ability to exercise sound professional judgment and work independently as well as work as a Student Services team member.
3. Demonstrated ability to accurately manage a high-volume workload with frequent interruptions in a fast-paced environment to meet deadlines.
4. Ability to research, interpret, and stay current on changes to federal, state and institutional financial aid policies, procedures, and regulations.
5. Strong interpersonal skills and customer service background with emphasis on effective and efficient consumer education to reduce runaround.
6. Excellent written and verbal communication skills.
7. Public speaking presentation skills

How to Apply: The position is open until filled. Submit a letter of application, curriculum vitae, statement of teaching philosophy, and evidence of effectiveness of previous teaching (i.e., student course evaluations) and have three letters of recommendation sent to careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus.

Nestled in the eastern suburbs of Cleveland, our small, Co-ed College features small class sizes and a comfortable atmosphere in a community of learners. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.