



Title: Assistant Director, Financial Aid

Department: Financial Aid

Status: Full-time

Classification: Staff

Start Date: Immediate

Job Summary:

This position serves a key role in the administration of student aid programs at Notre Dame College in accordance with federal, state, and institutional guidelines and regulations. The Assistant Director of financial aid will work collaboratively with admissions, student accounts, registrar, and other pertinent offices to provide accurate, holistic service to students and families seeking financial assistance.

This position requires the understanding and active participation in fulfilling the mission of Notre Dame College. It is expected that the employee demonstrates behavior consistent with the core values and supports the Student Services Center and Enrollment Management.

Responsibilities of this position would include:

- Oversee all aspects of new 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.
- Assist students and parents with tasks such as, but not limited to: FAFSA completion, PLUS loan applications, student loan entrance counseling and completion of loan Master Promissory Note (MPN).
- Conduct outreach through texting, e-mails, and phone calls to students with outstanding financial aid issues.
- Oversee outside scholarship process and revises students' awards as determined by college policy
- Conducts outreach to scholarship donors per NCAA regulations.
- Attend mandated financial aid trainings and conferences.
- Stay informed on legislation and other information pertaining to student aid issues.
- Provide timely and accurate documentation, information, and status reports on a regular basis to the Director of Financial Aid
- Collaborate with all Student Services and campus departments as needed to provide accurate, comprehensive, holistic service. Make appropriate referrals to other offices as needed.
- Work additional hours (evening and weekends) during peak processing times to meet critical deadlines. Assist with college events as needed which include occasional evening and weekend commitments.
- And all other duties as assigned.

Required Qualifications:

Education and

- Bachelor's degree required.

Experience:

Two years financial aid or related higher education student services experience.

Special Characteristics:

- Strong interpersonal skills and customer service background with emphasis on effective and efficient consumer education to reduce runaround.
- Excellent organizational, analytical, multi-tasking and time management skills.
- Ability to exercise sound professional judgment and work independently as well as work as a Student Services team member.
- Knowledge of general federal and state financial aid policies, procedures, and eligibility requirements, or strong interest and willingness to learn.
- Ability to research, interpret, and stay current on changes to federal, state and institutional financial aid policies, procedures, and regulations.
- Public speaking presentation skills.
- Strong computer knowledge and experience with Microsoft Office and Electronic Student Aid Processing.
- Demonstrated ability to accurately manage a high-volume workload with frequent interruptions in a fast-paced environment to meet deadlines.