

**WARTBURG COLLEGE
POSITION DESCRIPTION**

Title of Position – Assistant Director of Financial Aid

Preparation Date: January 19, 2015

Function of Position:

Responsible to the Director of Financial Aid for administering federal, state, and institutional programs and funds; counseling students and parents regarding the financial aid process; and various report generation.

Principal Duties and Responsibilities :

- 1) Administer federal, state, and institutional funds according to regulations, including maintaining knowledge of regulations, researching issues, and assisting with award packaging philosophies. (15%)
- 2) Counsel current and prospective students and parents regarding the financial aid process and programs. (13%)
- 3) Calculate awards for students and revise financial aid packages. Prepare summer and May Term awards as needed. (12%)
- 4) Complete and/or assist with the completion of surveys/reports including, but not limited to the FISAP, SAP, IPEDs, CDS and various term beginning and ending reports. (9%)
- 5) Access and perform technical functions for financial aid, loans, and work study programs. Collaborate with Computer Services to improve utilized computer system functions. (9%)
- 6) Write and revise policies and procedures. (8%)
- 7) Manage the federal and alternative loan programs, including default prevention measures. Assist loan processor to improve process. Meet with outside vendors. Maintain knowledge of regulations. Assist with entrance/exit interviews, etc. (5%)
- 8) Calculate return of Title IV funds and refunds of state and institutional aid for withdrawals and partial drops. (4%)
- 9) Assist with funded/endowed awards, special circumstances, and reviews as needed. (5%)
- 10) Coordinate the process to award students eligible for veterans' benefits. Communicate with Veteran Affairs and our VA liaison officer. Award VA benefit eligible students and ensure the proper information is communicated to the student. (1%)
- 11) Assist with the verification of applicants selected for verification, as needed. (2%)
- 12) Assist in the creation and revision of financial aid forms and publications. (2%)
- 13) Present at various institutional events and attend high school visitation nights as needed. (2%)
- 14) Meet with external auditors. (1%)
- 15) Attend national, state, and regional workshops and conferences, as deemed appropriate by the Director. (4%)
- 16) Serve on various institutional committees. (4%)
- 17) Attend financial aid, computer, and loan meetings. (4%)
- 18) Perform other related duties as assigned

Supervision:

Employee proceeds independently working toward established objectives requiring the use of a wide range of procedures. Employee prioritizes own work and resolves unusual cases in consultation with supervisor.

Minimum Qualifications:

Requires a bachelor's degree in business, accounting, or related field; two years of related experience; and excellent oral and written communication skills; master's degree desired. Knowledge of computer systems (preferably Jenzabar) and familiarity with software packages such as Word, Excel, and PowerFAIDS will be helpful.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.