

Position: Director of Financial Aid

Reports to: Dean of Students

Position Summary:

Administers the student financial aid program including federal, state, local and in-house funds.

Minimum Qualifications:

1. Bachelor's degree.
2. Prior job experience with financial aid programs at a college or university.
3. Knowledge of federal, state, and institutional financial aid programs.
4. Ability to deal effectively with a diverse student body.
5. Experience with need analysis, counseling and packaging aid.
6. Good interpersonal and communication skills.

Responsibilities:

- ┌ Manage and supervise all financial aid processes for awarding student loans, grants and scholarship packages..
- ┌ Develop and monitor the Financial Aid office budget under the supervision of the Dean of Students.
- ┌ Develop student cost of attendance including tuition, books, fees, room and board, etc.
- ┌ Monitor Conservatory work-study expenditures, students' satisfactory academic progress, federal and state grant expenditures, etc.
- ┌ Ensure the Conservatory is in compliance with all federal and state laws and regulations that pertain to the programs administered by the Financial Aid Office.
- ┌ Maintain Conservatory Financial Aid data.
- ┌ Develop and direct financial aid strategies within the framework of federal and state regulations that are consistent with the enrollment management objectives of the Conservatory and by administering financial aid, scholarships and student employment programs that support student recruitment and retention.
- ┌ Contribute to student satisfaction through quality customer service in all aspects of financial aid and student employment services.
- ┌ Maintain confidentiality of information.
- ┌ Perform any other duties as assigned by the Dean of Students.