Position Announcement

Position: Director of Student Financial Aid Services

Department: Student Financial Aid Services

Reports to: Associate Vice President/Dean, Traditional Enrollment

MidAmerica Nazarene University is searching for a Director of Student Financial Aid Services. This position offers candidates with student financial aid experience the opportunity for growth in a setting that supports innovative thinking. The successful candidate will be a key member of the University’s new enrollment management team and will play a key role helping the college implement its enrollment management plan.

Primary responsibilities include; providing leadership for the Student Financial Aid Services Department; overseeing the Department’s operations and budget; supervising staff; developing and implementing internal controls necessary to successfully administer federal, state and institutional financial assistance; and developing Department specific strategic and tactical actions that support the recruitment and retention of students.

The successful candidate will have a proven history of successful administration of financial aid at the post-secondary level, demonstrated leadership ability, and have the ability to collaborate with a wide range of internal and external constituents, have a commitment to high quality student service, and be a strategic thinker.

Responsibilities:

- Oversee the Department’s strategic and tactical operations consistent with the enrollment management objectives of the University;
- Develop, implement and monitor internal controls (policies and procedures) necessary to ensure compliance with financial federal, state and institutional financial aid regulations;
- Manage and supervise all financial aid processes for awarding student loans, grants, scholarship packages and work study;
- Develop and monitor the Financial Aid Office budget including personnel needs, and departmental operating expenses;
- Oversee all administrative functions of the Financial Aid Office by supervising, providing ongoing professional development opportunities, and evaluating all full-time and part-time employees;
- Maintain the university’s Financial Aid data to assure timely and accurate submission of required federal, state, institutional and third-party reporting requirements, including but limited to the FISAP, Program Participation Agreement, National Student Loan Clearinghouse, IPEDS, etc.;
- Provide direction to IT to ensure that the University’s financial aid management systems are used effectively and that IT processes and product enhancements are up-to-date and user/student friendly;
- Represent the university at internal and external functions including state, federal and national conferences and meetings.

Qualifications:

- Excellent communication skills both written and verbal
- Strong analytical and problem solving skills
- Strong leadership and management skills
- Comprehensive knowledge of the administration of financial aid
**Education/Experience:**
- A bachelor’s degree is required, master’s preferred.
- Minimum of 5 years prior experience in financial aid at least at the assistant or associate director level.
- Experience working with an integrated student information system, preferably Banner.
- Experience with non-traditional programs, including non-term awarding is preferred.

MidAmerica Nazarene University’s mission is to educate and inspire servant leaders and is a premier Christian university with global impact. MNU offers a variety of academic programs that combine the best in high-quality academics, unparalleled service and an authentically Christian perspective.

MNU is located in in Olathe, Kansas just 19 miles southwest of Downtown Kansas City. The University offers more than 40 undergraduate academic programs and 15 graduate and professional degree programs and enrolls more than 2,000 undergraduate and graduate students from 35 states and five countries.

**To Apply:** Send cover letter, resume and three professional references to:
MidAmerica Nazarene University
Attn: Human Resources
2030 E. College Way
Olathe, KS 66062
hr@mnu.edu
913 971 3294

Review of applications begins immediately and will continue until the position is filled.

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MidAmerica Nazarene University is interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, sex, religion,* age, color, creed, national or ethnic origin, marital status, disability, genetic information, or any other legally protected class in the recruitment and admission of students, in the hiring process, during employment, and in the operation of all university programs, activities, and services.

*Christian faith and employment at MidAmerica Nazarene University: MidAmerica Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964). Preferred candidates demonstrate a strong commitment to the Christian faith, active participation in a local church, and a philosophy of Christian higher education consistent with the Wesleyan tradition.

Read the university’s full Non-Discrimination/Equal Employment Opportunity Statement at www.mnu.edu/jobs.