Position Announcement

Position:   Director of Student Financial Services
Department:   Student Financial Services/Financial Aid
Reports to:   Vice President for University Advancement

Description:
The Director of Student Financial Services is responsible for the leadership of the Student Financial Services Department and for the operations and administration of all financial aid programs. The director also ensures that policies and procedures comply with state and federal regulations.

Responsibilities:
• Interpret and institute student financial aid policies to assure that the department complies with state, federal and college regulations. Read, comply with, and analyze all current and new regulations pertaining to the financial aid area. Responsible for training staff accordingly.
• Manage performance responsibilities of individual department team members and the overall department goals.
• Attend state, regional and national conferences and training opportunities.
• Manage the America Reads Tutoring Program, which includes promotion, hiring, and coordination with the Olathe School District.
• Process Return to Title IV calculations within the designated time frames set by the Department of Education. This includes returning necessary funds, bank notification of last date of attendance/withdrawal date, student exit interview and student refund letters.
• Coordinate the Harvester on-campus employment program and facilitate student employee selection with the assigned faculty.
• Evaluate high school transcripts to determine student eligibility for the Academic Competitiveness Grant and post awards to their record.
• Prepare reports for deans/division chairs regarding the amount of endowment funds available for their particular college/school to award according to the University Advancement distribution report for the fiscal year (degree specific agreements). Facilitate, as directed by endowment agreement, the awarding of other endowment funds, that are not degree specific, from annual distribution report.
• Attend monthly meetings as a designated committee member of the Banner Implementation Group.
• Prepare and submit annual FISAP/FISOP and NSL AOR reports for new-year federal funding authorizations.
• Maintain the checkbook register in Quicken for the three federal bank accounts managed by our office and reconcile each account with the bank statements each month.
• Accountant for campus based federal program accounts – Pell, ACG, SMART, SEOG, and FWS and Perkins. Maintain the general ledger and program summary for the Federal Perkins Loan, Federal Nursing Student Loan, and the Federal Ed Payments.
• Monitor and evaluate traditional student satisfactory academic progress after each semester of attendance. Responsible for student notification of their ineligibility for federal funds.
• Assist in making decisions and policies to address enrollment strategies.
• Distribute annual external audit report to the Federal Clearing House and completes the annual e-Z Audit for Department of Education.
• Counsel prospective and current RN to BSN students concerning school related financial aid issues. Process need determination and award federal funds according to set parameters for RN to BSN students.
• Process updates to the Department of Education Program Participation Agreement (PPA) for Federal Aid such as requests for: additional federal programs, additional MNU majors/certificates, changes to president/board of trustees, additional MNU locations, etc. Also responsible for renewal application required every five years by the Department.

Qualifications:
• Demonstrated interpersonal skills related to working with diverse students, faculty and staff.
• Experience working with an integrated student information system, preferably Banner.
• Detail oriented with ability to work accurately, as well as prioritize responsibilities.
• Excellent organizational skill necessary.
• In depth knowledge of Title IV automated electronic financial aid systems (such as FAA and COD).
• Solid computer skills – including the ability to learn and apply skills to new software programs.

Education/Experience:
• Bachelor’s degree required.
• Degree in Business, Finance or Accounting preferred.
• Master’s degree preferred.
• Minimum 5 years prior experience in Financial Aid.

To Apply: Send cover letter, resume, three professional references and a Statement of Faith (maximum of 2 pages) 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.

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