

Milligan College is seeking applications for Director of Financial Aid

Position Details:

The Director of Financial Aid administers the financial aid program at Milligan College while maintaining compliance with federal and state regulations and college policies and procedures. The Director is responsible for ensuring financial aid offers are accurate and communicated to students and their families in a timely and efficient manner. The Director must demonstrate strong Christian faith, a commitment to the College's mission, and a lifestyle consistent with the College's goals.

Submit resume and cover letter to financialaiddirector@milligan.edu.

Job Responsibilities:

Provides administrative leadership to the Student Financial Services Office.

Oversees financial aid processing for all Milligan students.

Develops, revises, implements and maintains financial aid policies and procedures to ensure compliance with federal and state regulations and institutional policies related to financial aid and scholarships.

Develops, revises and updates publications relating to financial aid. Reviews and updates SFS website for needed changes.

Knowledge of Federal (Title IV) and state regulations related to financial aid.

Hires, trains and supervises Financial Aid staff in customer service, federal and state financial aid compliance and institutional policies.

Develops, modifies, implements and maintains tracking processes for documents requested and received and for monitoring proper documentation of awards.

Reviews and assists with verifications completed by SFS Counselors for students chosen for verification by the Central Processing System.

Reviews awards as students' financial aid offers are completed.

Oversees the compliance of federal, state and institutional reports including applications for federal funding and reporting the expenditures of funds allocated, such as FISAP.

Responds to requests for information from state, federal and other agencies.

Functions as the liaison in annual financial aid audits or program reviews performed at the institution.

Maintains fund award control records in accordance with funding level limitations in PowerFails.

Ensures that all federal financial aid, private loans, state scholarships, institutional scholarships and outside scholarships are disbursed through PowerFails to PowerCampus (billing system)

Maintains current knowledge of college financial aid policies, procedures and programs.

Resolves or assists with resolution of problems and/or complaints and initiates corrective action as appropriate.

Processes Professional Judgment Requests.

Completes NAIA financial aid reporting.

Facilitates coordination and communication with other departments on campus.

Attends training and conferences to keep up to date on federal and state regulations.

Requires some evenings and weekend hours throughout the academic year.

Performs other duties as needed.

Experience:

Seven to ten years of recent financial aid experience.

Previous experience at the Associate or Director level preferred.

PowerFaid's experience preferred.

Proficient in Microsoft Office applications.

Ability to meet deadlines with accuracy, professionalism and good customer service skills.

Ability to work well under pressure.

Ability to use tact and diplomacy in dealing with all constituents.

Education:

Bachelor's Degree in Business Administration or a related area required. Master's Degree preferred.