



## **Director of Financial Aid**

Franklin College seeks a dynamic, highly motivated and innovative leader to serve as the Director of Financial Aid to oversee the efforts of all personnel within the Office of Financial Aid and ensure compliance with all federal and state statutes and regulations, in addition to institutional policies. The Director plays an integral and strategic role in assisting with the recruitment and retention of a diverse student body. This is a full-time, 12 month, exempt position reporting to the Vice President of Enrollment Management and Marketing.

### **RESPONSIBILITIES:**

- Supervise and evaluate the professional, support, and student staff members of the office.
- Advise the Vice President of Strategic Enrollment Management and Marketing, on policy as it relates to the awarding and disbursement of all financial aid administered by the college.
- Coordinate the integrated and automated packaging of all financial aid awards.
- Develop and maintain effective fiscal controls and proper record keeping.
- Ensure that all policies and procedures are in compliance with appropriate state, federal and college rules/regulations/policies.
- Serve as a key member of the enrollment management staff in promoting recruitment and retention of prospective and current students.
- Serve as a liaison between the Financial Aid Office and the Business Office, Records Office, and/or the Development Office in matters relating to financial aid. Ensure that necessary communications and record transfer occurs relative to financial aid between these offices.
- Serve as liaison between the college and state, regional, and national professional organizations (ISFAA, MASFAA, and NASFAA). Encourage the professional development of staff and their participation in professional financial aid organizations.
- Provide reports to the Vice President for Strategic Enrollment Management and Marketing and other agencies as required and/or requested.
- Maintain accurate and complete records for all students as required by federal, state, and college rules/regulations/policies and make those records available for required audits.
- Interview and counsel with students, prospective students, and parents as requested and required by rules/regulations/policies.
- Encourage student-oriented services and positive problem resolution.
- Develop all financial aid brochures and written information in collaboration with Marketing.
- Ensure adequate long-range planning activities for the department.
- Counsel students and parents in financial planning, financial aid application, and debt management. Offer financial aid workshops to interested groups and schools.

## **REQUIREMENTS:**

- Bachelor's degree required, Master's degree preferred
- 7+ years' experience in higher education preferred
- 5+ years' experience in financial aid preferred
- Excellent organizational and multitasking skills
- User of PowerFails financial aid information system and/or proficient end-user of other systems that service financial aid operations

**Excellent benefits** package including: health; life and disability insurance; paid vacation; sick and holiday time; retirement plan; and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three professional references via the application link – [Franklin College Staff Application](#)

Contact Human Resources with additional questions.

Franklin College  
101 Branigin Boulevard  
Franklin, IN 46131  
[humanresources@FranklinCollege.edu](mailto:humanresources@FranklinCollege.edu)  
[www.FranklinCollege.edu](http://www.FranklinCollege.edu)

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.