Assistant Director of Financial Aid

Franklin College has an opening in the Office of Admissions for an Assistant Director of Financial Aid. The Assistant Director of Financial Aid is responsible for general oversight of daily processes in all financial aid programs under the Director of Financial Aid. This is a full-time, 12-month, salary exempt position reporting to the Director of Financial Aid.

RESPONSIBILITIES

- Understands and complies with federal, state and institutional financial aid policies;
- Performs secondary review of Verification files, and awards financial aid to all returning students;
- Monitors additional assistance and enrollment changes for students and completes required revisions to financial aid packages as required;
- Serves as primary Counselor to current students with regards to the financial aid process;
- Assists in maintaining financial aid software and the effective use of the latest technology;
- Completes reconciliation of federal and state funding sources (i.e. Pell grant, Direct Loans, State Awards);
- Maintains accurate and complete records for all students as required by federal, state, and college rules/regulations/policy and makes those records available for required audits;
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

QUALIFICATIONS

EXPERIENCE:
- A minimum of 1 year experience within Higher Education. Preference of 4-6 years of experience in Financial Aid. Equivalent combination of education and experience will be considered.

EDUCATION/LICENSING:
- Bachelor’s degree is required;
- Master’s degree is preferred.

REQUIRED KNOWLEDGE, SKILLS, or ABILITIES:
- Excellent verbal and interpersonal skills;
- Ability to adapt to quickly changing environments;
- Exemplary organizational and multitasking skills;
- Demonstrated proficiency with Microsoft Office, database knowledge and experience with CRM software.
APPLICATION PROCESS

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
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.