

HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Director of Financial Aid

Harris-Stowe State University seeks a Director of Financial Assistance who is a detail oriented self-starter who can initiate and monitor procedures for thoroughness and is a strong leader who can facilitate problem resolution. The Director must ensure compliance with the University's policies, state and federal laws.

Responsibilities:

- Plans and establishes goals for the direction of the department.
- Manage, hire, train, supervise and evaluate financial aid department staff.
- Develops and monitors departmental and financial aid budgets; analyzes and awards financial aid in compliance with federal, state, and institutional regulations and policies.
- Coordinate with Student Accounts to ensure proper cash management procedures, including timely disbursement of funds.
- Ensures all financial aid and verification documents are received and properly processed.
- Completes and /or supervise the submission of institutional, federal and state reports and ensure timely documentation for regulatory audits.
- Ensures compliance with Satisfactory Academic Progress of students.
- Collaborate with the Admissions, Registrar and Academic Affairs to promote effective enrollment management within the University.
- Represent the Financial Aid Office at meetings held on campus and off campus demonstrating knowledge of regulations, procedures, and strategic policy.
- Reports on the status of general program operations; reviews, evaluates and formulates recommendations regarding policies, procedures and programs and performs other duties as required to meet organizational needs and assist a diverse population of students.
- Maintain a "student first" customer service office in all aspects of financial aid processing.

Qualifications:

- A baccalaureate in accounting, finance, higher education administration, or related field, (masters preferred).
- A thorough knowledge of financial aid programs regulations and financial services products.
- Minimum of seven years' experience in student financial aid in higher education with a least three years managerial experience.
- Experience in performing and or managing packaging of students, importing and exporting of funds, return of Title IV calculations and ineligible disbursement procedures.

HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Director of Financial Aid

- Experiences in accurately fulfilling reporting and audit requirements, i.e. FISAP, IPEDS, etc.
- Demonstrated successful experience in utilization of technology as it relates to financial aid practices and procedures are required. Proficient in Jenzabar and /or other Student information systems strongly preferred.
- Exceptional oral and written communication skills.

Applicants should submit a letter of application, resume and the names of three professional references to:

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
(314) 340-3340
FAX: (314) 340-3395**

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

Employment application may be downloaded from our web site at www.hssu.edu or
Submit your resume to hr@hssu.edu

AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER