



Mid-Atlantic Christian University ***Announcement for Full-Time Staff Position***

Financial Aid Administrator **Job Description**

Official Title: Financial Aid Administrator

Department: Finance

Category: Exempt, Full-Time Permanent

Primary Duties:

The Financial Aid Administrator (FAA) oversees and fulfills the financial aid related functions of the Finance Department in order to meet the University's enrollment goals through providing financial aid information and services to prospective students, current students, and their families.

The Financial Aid Administrator will report to the Vice President for Finance (VPF).

Responsibilities:

The FAA will strive to:

- Provide leadership and direction for the financial aid related functions of the University.
- Help fulfill the University mission through achieving student recruitment and enrollment goals.
- Provide guidance to students, prospects and families in understanding and utilizing federal, state, and institutional financial aid through individual counseling and effective communication and correspondence.
- Effectively administer the financial aid services of the University to current and prospective students.
- Communicate with other departments (admissions, academics, athletics, and finance) to develop a personalized financial aid package for every prospective student/applicant and current student who completes the financial aid process.
- Review students' Satisfactory Academic Progress at the end of each semester to determine aid and scholarship eligibility and communicate with students regarding their status.
- Verify FAFSA and scholarship paperwork (hard copy and computerized) and maintain student files and institutional records as required by the Department of Education (ED). Determine need for additional documentation to verify accuracy of application data. Follow-up for missing documentation.
- Enter students' financial aid awards in Populi and verify institutional compliance with Department of Education (ED) Title IV eligibility requirements. This includes communicating ED regulations and requirements to various University departments and assisting with compliance as needed.
- Manage the student aid disbursement process to include: reviewing the Free Application for Federal Student Aid (FAFSA), adjusting student awards, authorize final student aid disbursements, and work with the Finance Office to ensure the timely and accurate posting of student aid funds to student accounts.

- Process various reports related to the disbursement of student aid to include clearing rejected COD disbursements, resolving MRRs, and reconciling disbursed and undisbursed funds.
- Responsible for program reconciliations and year end closeout related to financial aid programs assigned, including the university's financial aid audit.
- Maintain a thorough knowledge of federal/ state regulations and procedures applicable to MACU and institutional guidelines and attend workshops offered by the ED and by state, regional, or federal organizations as appropriate.
- Assure that all Federal Title IV, NC State and institutional funds comply with federal and state laws, regulations, and institutional policies. (Federal Title IV funds include grants, loans, and work study. NC state funds include NC Need Based Grant and Golden Leaf Scholarship programs. Institutional aid includes scholarships)
- Submit all required student or institutional records to reporting agencies through manual reports or automated financial and reporting software.
- Meet and greet students and families in the Financial Aid Office.
- Assist in the review of financial aid appeals for extenuation circumstances to determine professional judgement adjustments to applicant's aid eligibility.
- Coordinate with the VPF to insure proper requisitioning, disbursing, and returning of Title IV and State funds.
- Manage and maintain, with the assistance of the VP for Finance, the student financial aid budget for the office.
- Submit financial aid web page update requests as needed.
- Gather and analyze information to produce reports on Financial Aid Office activities.
- Work with other departments to conduct outreach activities both on and off-campus, including the student orientation/registration process each semester, open houses, and campus visits.
- Lead the Financial Success seminary within the college success course.
- Attend department meetings and others as required.
- Attend and help plan scholarship committee meetings to ensure that our scholarships are effective and meeting the needs of students while maintaining University standards.
- Work with the Advancement Office on Foundation Scholarship awarding, collecting thank you notes, and Foundation Scholarship Banquet attendance
- Adhere to all MACU Institutional Policies/Procedures, particularly as they relate to confidentiality of student data and the proper administration of the Financial Aid Office.
- Communicate the mission, vision, and ministry of MACU with all constituents.
- The FAA will be responsible for any and all other duties assigned by the VP for Finance.

Skills

Demonstrate competency in leadership, administration, organization management, and interpersonal skills. Ability to work as a member of a team. Must agree with and support the mission of the University and exhibit a maturing Christian faith. The successful candidate must have a high level of computer literacy and experience with processing large volumes of documents and information, and be able to satisfactorily complete tasks requiring significant attention to detail and problem-solving. Must also be a quick learner, able to retain a wealth of knowledge and work independently to conduct research and offer solution to problems.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Qualifications

1. Bachelor's Degree required. Degree in business administration, accounting or public administration preferred
2. Financial Aid experience of at least 2 year is preferred.
3. Previous higher education experience is preferred.
4. Excellent time management skills.
5. Must possess a high level of personal motivation, be persuasive, have exceptional communication (listening, written and verbal) and interpersonal skills, be able and willing to overcome objections.
6. Must have decision-making skills, be flexible, exhibit exceptional interpersonal skills, and be results oriented.
7. Computer database applications including, but not limited to, Microsoft Excel, Microsoft Word, PowerPoint, and document imaging systems.
8. Knowledge of Federal and state software/ web-based financial aid programs such as FAA Access, NSLDS, COD, FSA Partner Connect resources and CFI (state of NC programs site).
9. Active membership in a congregation of the independent Churches of Christ/Christian Churches is preferred but not required.
10. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following: Standing or sitting for extended periods of time, handling varied tasks simultaneously, and bending, stooping, climbing, or lifting up to 50 pound.

Position Details:

- Full Time: Salaried position
- Pay: From \$38,000 per year, based on experience and qualifications

Compensation, Benefits, and Travel/Expenses:

- 401(k)
- Health insurance
- Paid time off – vacation and holidays, sick and personal leave.
- A free daily meal in the cafeteria
- Supplemental insurance (Vision/Dental/Life/Accidental)
- Dependent scholarships

Please send a resume and cover letter to the Vice President for Finance: Sara Shepherd, at sara.shepherd@macuniversity.edu

"The university is intentionally seeking ethnically and racially diverse persons for employment."

Mid-Atlantic Christian University, a private, faith-based, four-year university, is committed to equality of educational opportunity and will not discriminate against applicants, students, or employees on the basis of race, color, national or ethnic origin, gender, age, disability, or prior military service. Federal guidelines (Sections 702-703 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church-related institutions to seek personnel who will support the goals of the institution. Being a student or employee at Mid-Atlantic Christian University requires a commitment and lifestyle consistent with the institution's mission and values.

Mid-Atlantic Christian University is accredited by:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associate, and baccalaureate degrees.