



## Position Description for Financial Aid Director

### **Position Summary:**

This position is responsible for the administration of student financial aid programs and providing financial aid counseling to prospective and enrolled students.

### **Qualifications:**

- Bachelor's degree required, with major in business or student services preferred.
- Minimum of 3 years as a Financial Aid Director or 5 years as a Financial Aid Officer.
- Expertise in use of computers and computer software. Expertise in the administering of financial aid programs and in the preparation of reports for Title IV.

### **Key Duties and Expectations:**

#### Federal, State Resources:

1. Utilizes federal, state, and institutional regulations, requirements, and policies to accurately administer the financial aid program.
2. Utilizes U.S. Department of Education software to receive, correct, and submit FAFSA data for students, as needed.
3. Oversees the installation and updating of all U.S. Department of Education software (EDConnect, EDEExpress, SSCR, etc.)
4. Prepares annual Fiscal Operations Report & Application for Title IV.
5. Completes questionnaires/surveys as appropriate, according to established timelines.
6. Submits SSCR rosters to the U.S. Department of Education, at least three times each year (until Columbia College of Nursing begins reporting to the National Student Loan Clearinghouse).
7. Serves as the contact person for the WI Higher Educational Aids Board. Submits all voucher requests and other reports to HEAB in a timely manner to ensure receipt of state aid funds for students.
8. Tracks financial aid: loans, grants, and work-study for individual students and reports them to the appropriate groups, e.g., state and federal government.

#### Students:

9. Counsels prospective and enrolled students on financial aid and assists them in preparation of financial aid applications.

10. Facilitates entrance/exit student loan counseling for students.
11. Prepares yearly student financial aid budgets and packages in a timely fashion.
12. Processes student and parent loan applications in a timely manner.
13. Works closely with the Assistant Dean to ensure proper posting of financial aid to student accounts.
14. Maintains file for each student in compliance with U.S. Department of Education.
15. Tracks satisfactory academic progress for all students in compliance with U.S. Department of Education regulations and College policy.

Student Scholarships:

16. Keeps students apprised of private scholarship opportunities via e-mail announcements and postings in the Student Newsletter, on the [www.ccon.edu](http://www.ccon.edu) website, and the financial aid bulletin board outside the Financial Aid Office. A file is to be maintained on each private scholarship posted and a notebook with copies of all postings also must be maintained.
17. Awards all College need-based patron scholarships in accordance with donor or Board of Trustees guidelines.
18. Facilitates the formation of ad-hoc committees to review applications and select nominations for certain private scholarships offered through CCON, as requested by the scholarship sponsor.
19. Tracks CCON scholarship recipients progress and renewal eligibility.
20. Coordinates the awarding process for all scholarships awarded through CCON.

Liaison and Consortium Agreements:

21. Facilitates consortium agreements with other campuses as needed.
22. Coordinates financial aid functions with financial aid office at other institutions that provide general education courses.
23. Serves as a liaison between the College and/or student and lenders and guaranty agencies for educational loans.

College/Professional Organizations:

24. Participates in campus recruitment and orientation events.
25. Develops financial aid policies as appropriate.
26. Provides current financial aid information for College publications, i.e., Student Catalog, Student Handbook, and Financial Aid Facts for Students.
27. Provides current financial aid information for posting on the CCON website.

28. Coordinates/participates in annual financial aid audits.
29. Prepares/updates (as needed) a Financial Aid Policies and Procedures Manual.
30. Utilizes appropriate computer software programs to input and retrieve data in a timely manner.
31. Is a member of professional organizations, e.g., WASFAA, MASFAA, and NASFAA.
32. Attends professional meetings.
33. Displays attitudes and behaviors consistent with the College's values.
34. Utilizes good interpersonal relations with students, applicants, associates, and the public by communicating, cooperating, and assisting promptly in a courteous manner.
35. Serves on selected College committees.
36. Participates in quality improvement processes.

**Contact:**

Applicants should apply online at <http://www.apassionforpatientcare.com/search-jobs.aspx>. Questions can be directed to Jane Eickhoff in Human Resources at [jeikhof@columbia-stmarys.org](mailto:jeikhof@columbia-stmarys.org) or (414) 326-2622. Employment will require a criminal background check.

Columbia College of Nursing offers programs in Radiology Technology, Medical Sonography, as well as a Bachelor of Science in Nursing (BSN). Columbia College of Nursing is a partner of the Columbia St. Mary's system, and they are subsidiaries of Ascension Health, the largest not-for-profit healthcare system in the United States. These educational programs offer the highest caliber of preparation for careers in radiology technology, medical sonography, and nursing. Columbia College of Nursing has a long history of excellence in education for the health professions. CCON is an equal opportunity, affirmative action employer, striving to build and sustain a diverse faculty and staff.