



**Corban University**  
Position Description

**DIRECTOR OF FINANCIAL AID**

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DEPARTMENT:	Financial Aid
REPORTS TO:	Associate Vice President for Finance & Controller
SUPERVISES:	Financial Aid Counselors
FLSA STATUS:	Exempt/Full Time
REVISED:	March 2019

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**MISSION:** To educate Christians who will make a difference in the world for Jesus Christ.

**SUMMARY:** The Director of Financial Aid is responsible for providing strategic leadership and administrative oversight to the Financial Aid office of the University. This position functions as a subject matter expert on all issues related to financial aid awarding and compliance, performs analysis to facilitate benchmarking and to inform enrollment and retention processes, supervises Financial Aid employees and provides direction for daily operations. This individual works to ensure best practices and regulations are followed for all students receiving financial aid and works collaboratively with other offices to ensure excellent student centered service to assist in the meeting of University enrollment goals.

**ESSENTIAL FUNCTIONS**

**Program Development and Administration:**

- Design, develop and adapt the University's financial aid program to fit the need of its students and the University, with a very high standard of customer service.
- Develop and recommend financial aid policy which will ensure fair and consistent administration of financial aid programs.
- Oversee the counsel of students receiving aid.
- Manage the distribution of all financial aid to Corban's students.

**Institutional Compliance and Program Integrity:**

- Develop and operate complex computer-based Financial Aid accounting systems for maintaining control of assistance funds and preparing reports to Governmental and Private sources.
- Verify the accuracy and appropriateness of fund awards and disbursements.
- Review and assess the continuing eligibility of student recipients to ensure compliance with funding sources.
- Serve as an institutional liaison, ensuring the University's compliance with federal, state and private regulations relating to Financial Aid programs, including Title IV financial aid regulations.

**Budget and Fiscal Administration:**

- Analyze student financial needs within the prescribed discounting goals of the University.
- Prepare fiscally sound budgets for department operation and Financial Aid program distributions.
- Monitor expenditures in comparison with budgets and take actions necessary to maintain budgetary integrity.

**Training, development and supervision of staff:**

- Recommend appropriate staffing for the Financial Aid function of the University.
- Provide for training and development of staff to assure their continuing competencies.
- Provide direction to staff to assure effective and efficient performance.
- Evaluate performance of staff and conduct constructive performance reviews.

**Collaborative inter-office participation:**

- Work with all departments within the university in a spirit of collaboration, cooperation and openness, providing assistance and giving/receiving advice as warranted.
- Collaborate with the Student Accounts team to serve students in the best way possible and, where possible, to share workload.
- Provide reports, useful analysis and constructive suggestions to various departments, including Enrollment Management, the Registrar's office and the Financial Services office, among others.
- Keep University administration apprised of significant trends, legislation and federal and state programs.
- Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Advanced knowledge and ongoing education in the field of Financial Aid, as well as the ability to understand the implications and implement necessary changes within the department.
- Demonstrated knowledge of the financial aid function and the administration of such function.
- Strong leadership skills, especially the ability to lead a diverse team toward a common mission and set of goals
- Demonstrated knowledge of the planning, implementation and monitoring of budgets in an educational environment.
- Demonstrated ability to supervise, train, and motivate Financial Aid staff to deliver excellent customer service
- Strong computer software, data analysis and reporting skills are essential. Proficiency with Microsoft applications a must, PowerFAIDS a plus.
- Skill in completing duties accurately with attention to detail
- Ability to analyze, organize and prioritize work while meeting multiple deadlines
- Excellent oral and written communication skills
- Ability to work successfully as a member of a team
- Ability to work collaboratively and build positive and effective relationships with students, University staff, and the public
- Demonstrated knowledge of government laws, rules and regulations relating to financial aid
- Advanced knowledge of state and federal financial aid programs and compliance requirements
- Knowledge of principles for providing exceptional customer service. This includes customer needs assessment and meeting quality standards for services.
- Ability to respond to inquiries from customers, regulatory agencies, or members of the community.



**QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's Degree in Business, Finance, Accounting, or related field required; Master's preferred
- At least five years' experience in Financial Aid field with evidence of increased responsibility and management experience.
- Evidence of continued professional development in financial aid.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

**WORKING CONDITIONS:** Traditional office environment and hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.*

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**To Apply**

**Interested Candidates please submit the following:**

- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: [www.corban.edu/employment](http://www.corban.edu/employment)

Send or email to:  
Corban University  
Department of Human Resources  
5000 Deer Park Drive SE  
Salem, OR 97317  
[jobs@corban.edu](mailto:jobs@corban.edu)  
FAX: 503-375-7182