

Corban University
Position Description

Director of Financial Aid
Senior Director of Financial Aid

DEPARTMENT:	Student Financial Services
REPORTS TO:	Vice President for Business
SUPERVISES:	<i>Director</i> supervises Financial Aid Counselors <i>Senior Director</i> supervises Financial Aid Counselors and Student Accounts
HOURS PER WEEK:	Full Time
FLSA STATUS:	Exempt
REVISED:	05/14

Note: The current opening will be filled as either Director of Financial Aid OR Senior Director of Financial Aid depending on the experience level of the successful candidate. Additional responsibilities for Senior position are noted below.

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

SUMMARY: Provide administrative oversight to the Financial Aid office of Corban University and work collaboratively other offices to provide the best possible service to Corban Students while providing the best result for the University.

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.
- Direct the counsel of students receiving aid.
- Perform and 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 disbursements.
- Review and assess the continuing eligibility of student recipients and compliance with funding sources.
- Serve as Institutional liaison, ensuring the University's compliance with federal, state and private regulations relating to Financial Aid programs.

Budget and Fiscal Administration:

- Analyze the resources needed to meet the financial need of the students within the prescribed discounting goals of the University.
- Prepare fiscally sound budgets for department operation and Financial Aid distribution.

- 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 training and development of staff to assure their continuing competencies.
- Provide direction to staff to assure the 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.
- Work as a team with Student Accounts 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 updated on significant trends and activity in legislation and federal and state programs.

Additional functions for Senior Director of Financial Aid associated with Student Accounts:

- Manage Student Accounts Staff.
- Set policies relating to student payment and collections of accounts.
- Oversee collaborative efforts of Student Accounts and Financial Aid staff to ensure seamless servicing of student financial needs.
- Report student accounts activity to appropriate departments.
- Integrate student accounts activity with the General Ledger accounting system in cooperation with the Director of Accounting Services.
- Other areas as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Detail oriented
- Customer Service Driven
- Excellent leadership skills, especially the ability to lead a diverse team toward a common mission and set of goals
- Strong communication skills (oral and written)
- Effective teacher
- Lifetime learner
- Team player
- Above average computer competency (knowledge of Powerfaids a plus)
- Strong knowledge of government laws, rules and regulations that relate to financial aid

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree (Master's degree preferred). Senior Director will have a Master's degree and/or equivalent applicable experience in the field of Financial Aid.

- 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.

Corban University is a private, co-educational, 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 to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates 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. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.

To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu)

Send to:

Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316

