

POSITION ANNOUNCEMENT

Bethany College

Lindsborg, Kansas

Internal Assistant Director of Financial Aid Office

- Full Time, exempt (salary) employee at will position supervised by Director of Financial Aid.

PURPOSE:

- The assistant is responsible for duties as assigned by the Director of Financial Aid.

ESSENTIAL FUNCTIONS:

- Process work as assigned by the Director in the determination of student eligibility for both need-based and merit based aid and assist in preparation of financial aid packages.
- Responsible for the certification and processing of student loan applications
- Responsible for conducting entrance and exit interviews with student borrowers.
- Assist the Director in monitoring institutional participation in federal and state aid programs, i.e. Pell Grant reconciliation.
- Work closely with the accounting office to monitor federal aid programs.
- Supervise student workers whose responsibilities include filing, typing, word processing, data entry, photocopying, mail preparation, telephone assistance.
- Open and sort mail; assist with routine correspondence.
- Provide information to current and prospective students and their parents in regard to information on aid programs and the application process through formal and informal means such as interviews and correspondence.
- May assist the Director in presentations at special events or at high school and college fair presentations.
- Monitor transfer student data in accordance with federal regulations.
- Other duties to assist the Director of Financial Aid

Qualifications: Bachelor's Degree required. Preferred experience with Financial Aid regulations. Ability to establish and maintain effective working relationships with students, parents, supervisors, co-workers, representative from all levels of the institution and general public. Excellent interpersonal, communication, and organizational skills required. Experience with Microsoft Office Suite. The ideal candidate will have demonstrated ability to learn specialized software.

POSITION REQUIREMENTS: Twelve month, full time, Salary exempt position.

APPLICATION: Apply with letter of application, resume and three work references to Jo Ann Mattison, Payroll/Human Resource Manager, Presser Hall Accounting Office or by email attachment to mattisonj@bethanylb.edu

Application review begins immediately and will continue until the position is filled. (Posted 6/30/09)

Bethany College is an equal opportunity employer and does not discriminate on the basis of age, gender, race, national origin, ancestry, religious beliefs, sexual orientation, physical ability, marital or veteran's status. Women and minority candidates are especially encouraged to apply. AA/EOE