



Art Academy of Cincinnati

Director of Financial Aid

Position Description

The Director of Financial Aid:

- Reports directly to the Chief Financial Officer.
- Manages and supervises all federal, state, private, and institutional financial aid processed through the Financial Aid Office.
- Monitors federal and state regulatory updates, training manuals, audits, institutional reports, professional literature, etc.
- Provides overall direction for interpretation and implementation of federal, state and institutional financial aid policies; and ensures that internal processing procedures are developed to ensure compliance with regulatory guidelines and requirements.

Fiscal Responsibilities:

- Completes and submits of all required federal and state applications and reports in a timely manner.
- Tracks student aid awards, acceptances, and expenditures; directs the draw down and disbursement of federal, state, and institutional resources; reports expenditures, reconciles annual fund balances, and

directs refunds. Ensures exception-free financial aid audits and program reviews.

- Initiates controls to limit over-awards, over earnings, account adjustments, etc.; applies academic progress and certification criteria to disbursement and refund programs; utilizes SonisWeb student records system to fully implement rules, forms, processes, and reports.
- Collaborates with the offices involved in the enrollment of students, including Admissions, Registrar, and Business Office in developing and maintaining an effective, student-friendly enrollment process.
- Coordinates procedures with Business Office personnel to ensure prompt, accurate posting of student aid to student accounts.
- Develops and maintains student aid policies and procedures, with a special focus on quality student service.
- Coordinates the standardization of policies and procedures among the campus staff.
- Serves as liaison with external agencies that establish guidelines and provide funds for student aid programs.
- Develops and maintains a comprehensive, systematic reporting and accountability system for student aid.
- Supervises the management of student aid files to maintain confidentiality, compliance with external rules and proper records management.
- Maximizes student utilization of available financial aid.
- Awards financial assistance to eligible students in a timely and equitable manner.
- Recommends and manages budget allocations for student aid taking into consideration current and strategic issues.

- Generates and regularly reports statistical data necessary for proper management of financial aid funds.
- Implements and utilizes PowerFAIDS and other software to maximize departmental efficiency.
- Recommends the organizational structure, staffing, and functional responsibilities for the department.

Enrollment Management & Retention:

- Provides key assistance with the attraction and retention of all students who rely on financial aid in order to access the college's educational programs.
- Develops policies and strategies for utilizing aid resources that assist the institution in meeting its optimal enrollment and retention goals.
- Proactively assists Admissions and the academic departments in their recruitment activities by providing financial aid award packages for prospective students in a timely manner; counsels current and prospective students and their families about the costs of attendance, program eligibility via needs analysis, and diverse academic criteria.
- Informs students and families about application procedures, award delivery time frames, payment plan options, long term debt management, tax reduction options, and investment utilization for college expenses.
- Provides group counseling as part of the institution's enrollment effort in off-campus recruitment activities and on-campus events (e.g., open house events and new student orientation).
- Develops financial aid materials (e.g. brochures and web pages) that are readily understandable and that inform and educate current and prospective students about financial aid opportunities, regulations, and processes.

- Assures exceptional customer service to all constituents, especially students, through prompt responses to all correspondence (e.g., letters, email, surveys, reports, budget forms) and telephone inquiries.
- Ability to work flexible schedules including evenings and weekends.

Supervision and Training:

- Trains, supervises, mentors, and evaluates professional staff, clerical staff, and student employees.
- Promotes professional development activities for professional and clerical staff. Holds training sessions for Admissions and other enrollment management staff, as appropriate, that lead to cross-training capabilities.

Job Requirements:

Applicants should have a bachelor's degree and relevant professional experience together with demonstrable success in administering financial aid for non-profit higher education institutions. Applicants should have experience in the use of PowerFAIDS and other software packages used in higher education financial aid management and disbursement.

Interested applicants should submit a Letter of Interest including salary expectations, a current Resume or Curriculum Vitae, and Contact Information for at least three professional references. These documents should be attached to an email and sent to DFA@artacademy.edu no later than September 15, 2017. No phone calls, please. The Art Academy of Cincinnati is an EEOC/Equal Opportunity Employer.