**Director of Financial Aid**

The Director of Financial Aid reports to the Vice President for Enrollment Management and is responsible for the general management of financial aid.

The Director is a member of the Enrollment Management team, which also includes the Associate Vice President for Enrollment Management, Director of Campus Operations and the Director of Advising. This leadership group has institutional management and advisory responsibilities for recommending both strategic policies and operational practices involving the awarding of financial aid, processing applications and developing and achieving enrollment goals.

Functions:

- Provides leadership for the financial aid staff by interpreting and implementing federal, state, and institutional regulations and policies governing the aid programs
- Coordinates the packaging of financial aid awards, ensuring that students are awarded aid according to the prescribed strategies of the College
- Makes recommendations for improvements to the financial aid process to enhance the student experience.
- Supervises all federal and state aid programs, with responsibilities that include handling correspondence, disbursement and reporting
- Prepares the Fiscal Operations Report and Application to Participate (FISAP), fulfills related reporting requirements and monitors expenditures from these funds
- Responsible for maintaining/updating the school’s Program Participation Agreement (PPA) with the U.S. Department of Education
- Supervises the Return of Title IV Funds (R2T4) as a result of student withdrawals
- Coordinates all aspects of the awarding and loan processes to ensure that all steps are performed in a timely manner in accordance with timeline. This includes performing DL Reconciliation and setting up Banner year annually.
- Administers the budget for the Financial Aid office and all aid funds
- Identifies eligible recipients to utilize endowed aid to the fullest extent possible
- Plans and prepares administrative and management reports, and conducts analysis of these reports
- Develops and maintains the Office Policies and Procedures Manual
- Participates in relevant college committee and management meetings
- Keep current with federal and state aid regulations
- Attends state and regional meetings and workshops for professional growth and development.
**Requirements:** Candidates must possess a bachelor's degree (master’s preferred) and a minimum of 5 years of progressive supervisory experience along with demonstrated knowledge of financial aid regulations, policies and effective administration of student financial aid. Knowledge of compliance issues as well as federal, state and institutional aid/scholarship programs. A strong service orientation; superior interpersonal, communication, planning, analytical and assessment skills. Strong computer skills are needed. Experience with Banner and Salesforce CRM is preferred.

**Other requirements include:**

- Demonstrated organizational and management skills
- Experience with reading, comprehending, and implementing government regulations
- Ability to handle negotiations both in writing and by telephone
- Ability to travel occasionally to conferences, workshops, and other enrollment activities
- Personable with a sense of humor and a passion for helping students achieve their potential.
- Ability to establish collaborative relationships across internal and external constituencies.
- Strong analytic skills and record of data-driven decision-making.
- Solid understanding of the higher education marketplace, student needs and competitive landscape.
- Superior organizational and problem solving abilities.
- Efficiently work under pressures, deadlines, and stretch extra hours to complete assigned task.
- Should exhibit great creativity and resourcefulness.
- Excellent communication skills, both oral and written

This Position is 100% time year-round and is available in Concord, NH. Generous USNH Benefits Package

*Granite State College is an affirmative action, equal opportunity employer. Women, minorities, persons with disabilities, and Vietnam-era and disabled veterans are encouraged to apply.*

**Application Process:** Please send resume, letter of interest, and three professional references via email to: Outreach.info@granite.edu Attention: Director of Financial Aid Search Committee

**No Phone Calls Please**