MAJOR PURPOSE:
This job exists to supervise, in a fast-paced environment, student financial aid funding from federal, state, institutional and private resources, as well as manage the Financial Aid Office personnel, and perform audits and program reviews while maintaining compliance with the Federal Student Aid regulations, State regulations and Institutional Policies/Procedures.

ESSENTIAL FUNCTIONS:
1. Customarily and regularly exercise discretion and independent judgment by directing, recruiting, selecting, and evaluating staff in the Financial Aid department, and supervising/managing the day to day operations of the Financial Aid department. Provide mentoring and training to direct staff and others as opportunities arise.
2. Supervise and adhere to all enrollment and financial aid document requirements for compliance to applicable lender, state and federal regulations. Respond to institutional auditor findings, reconcile any deficient findings and perform all duties to meet the required standards.
3. Provide technical guidance related to Title IV regulatory compliance, evaluate changes to Title IV regulatory environment, and provide training on new or changed Title IV policy.
4. Oversee various reporting/survey requirements (FISAP, Participation Agreements, CDS, CCCU, etc.).
5. Oversee Department of Education audits, as necessary.
6. Oversee Pell/SEOG/FWS/Direct Loan processing, reporting and reconciliation (GAPS).
7. Maintain technical knowledge by attending annual conferences related to Title IV funding.
8. Monitor cash flow and recommend process changes for all funds received through Title IV and alternative funding sources.
9. Develop the annual scholarship budget and operating budget for the Financial Aid Office according to enrollment goals and needs.
10. Develop, implement, assess and re-develop the university's financial aid policies and procedures.
11. Coordinate the Tuition Waiver Exchange programs (CIC, CCCU TWEP, Western Seminary, etc).
12. Coordinate the award process for all endowed and annually funded scholarships.
13. Ensure that communication integrity and relational integrity are maintained by the entire office at all times to all internal and external constituents.
14. Maintain, assess, and present the findings of the financial aid leveraging model.
15. Maintain the Net Price Calculator.
16. Exercise a strong presence in the relationship with Student Accounts, ensuring financial accuracy of awards, charges, and payments due to facilitate the job of the Student Account Officer.
17. Serve as the Financial Aid liaison with all extra-curricular programs (athletics, music, creative arts).
18. Oversee process whereby financial aid staff meets with potential and current students to apply for and secure financial aid to cover their educational expenses.
19. Provide financial aid seminars for prospective families and William Jessup University students and staff, as well as other public presentation opportunities as they arise.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Bachelor’s degree required, Master’s degree preferred

REQUIRED KNOWLEDGE:
- Full understanding of Title IV laws and regulations
- Knowledge of California state programs preferred
• A working knowledge of computer systems including Microsoft Office (Word, Excel, PowerPoint, etc.), network systems, administrative computing packages (i.e. CAMS) and similar applications
• Strong data entry and management capabilities, and an in-depth knowledge of higher education practices and report production

SKILLS/ABILITIES:
• 3-5 years of supervisory experience in the field of Financial Aid at an undergraduate institution.
• 3-5 years of experience in Title IV processing
• Understanding of the importance of customer service
• Excellent team building skills and strong interpersonal, written, and oral communication
• Ability to work with a high level of accuracy in a fast paced environment with many interruptions
• Ability to handle large volumes of work and accurately track many details.
• Excellent analytical and data interpretation skills
• Work collaboratively with other offices/departments (Admissions, SPS, Registrar, Student Life, Athletics, etc.).
• Ability to handle information in a confidential manner
• Excellent public speaking skills

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University statement of Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature                      Date