



WEST VIRGINIA STATE UNIVERSITY

Director of Student Financial Aid and Scholarships

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Director of Student Financial Aid and Scholarships is a critical leadership role within the Division of Enrollment Management. The Director of Financial Aid is responsible for setting the strategic direction and leadership of managing the effective development and delivery of programs and services to students and families who apply for or receive financial assistance. The Director maintains federal and state regulatory compliance and protect the integrity of the financial aid services of the university. Reporting to the Vice President for Enrollment Management, the Director provides leadership, accountability, and daily management for the Office of Financial Aid.

This is a non-classified, non-essential, FLSA exempt, full-time, benefits eligible position.

Position Responsibilities for the Director of Financial Aid

- Manage institutional eligibility and maintain program participation with the U.S. Department of Education; develop funding formulas and awarding plans that maximize student benefits within available resources.

- Administer and monitor Title IV federal aid program in an ethical manner that is in compliance with federal and state regulations, and institutional policies and procedures.
- Oversee the daily processing functions of the financial aid to ensure accuracy with federal and state compliance while supporting creative and innovative practices.
- Analyze, develop, implement, and monitor institutional policies, procedures to effectively impact timely financial aid file completion, awarding, disbursement of aid, and internal and external regulatory auditing practices.
- Complete and submit in a timely manner all financial aid reporting and/or disclosures such as the FISAP, IPEDS, and Gainful Employment.
- Interpret, implement, and maintain current knowledge of federal and state guidelines governing financial aid programs. Represent institution in local, state, regional and national higher education and financial aid organizations.
- Develop and administer financial aid and financial literacy programs that support and partner with peers in the Division of Enrollment Management and Student Affairs in the recruitment and retention of students through appropriate awarding strategies. Enhance methods to share awareness of financial assistance programs available for students to broad constituency.
- Communicate with students regarding the status of their financial aid application, and changes in financial aid status. Ensure pertinent financial aid information is effectively disseminated to students, staff, parents, and others in clear, customer-centered language.
- Utilize technology and multiple media sources to lead, develop, and implement a comprehensive financial aid communications flow plan.
- Interpret, administer, monitor, and evaluate the effectiveness of departmental policies, practices, and procedures. Develop, recommend, and implement revisions to departmental policies and procedures as necessary.
- Prepare and monitor departmental annual budget and all resource allocations and expenditures.
- Establish and maintain a service-oriented financial aid team that is committed to an attitude of quality customer service to students, families, faculty, staff, and others.
- Work closely with the University Communication and Marketing Department to develop financial aid literacy collateral.
- Other duties as assigned.

Requirements for the Director Financial Aid

- Master's degree in Business Administration, Communications, or related field is preferred. Bachelor's degree required.
- Five (5) or more years of progressively responsible supervisory and leadership experience in a supervisory role in a student-centered, service-oriented financial aid office preferably as a director or assistant/associate director.

- Expert-level knowledge of the state and federal regulations that govern financial aid and of the resources available to research compliance questions.
- Expert-level knowledge of the software used to process financial aid, including Common Origination and Disbursement (COD), National Student Loan Data System (NSLDS), Student Aid Internet Gateway (SAIG), FAA Access to CPS Online, and the E-App.
- Experience with both internal and external audits, to include responding to findings and developing an improvement plan and appropriate controls to prevent repeat findings.

- Extensive knowledge of computer based financial aid packaging and reporting systems; experience in streamlining processes using automation and self-service.
- Demonstrated experience in a proactive approach to develop and execute strategies to guide students to make optimal choices for financing their education.
- Student outreach experience and the ability to communicate with a diverse group of students and parents and other internal and external constituents regarding financial aid, as is a demonstrated ability to establish and maintain effective working relationships across departments and with all constituent groups.

Salary Statement

\$52,800.00-\$84,400.00 commensurate with experience

To Apply

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references. by **September 9, 2021**. All requested information must be submitted for your application to be considered. Please email to jobs@wvstateu.edu or mail to the address below:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

West Virginia State University is an Equal Opportunity / Affirmative Action Institution and is committed to equal opportunities without regard to race, color, age, sex, sexual orientation, gender, gender identity or expression, national origin, religion, creed, genetic information & testing, family & medical leave, pregnancy, and Veterans and individuals with disabilities. We encourage all qualified women, minorities, protected Veterans and individuals with disabilities to apply for employment at West Virginia State University.