Title: Director of Financial Aid

Reporting Authority: Reports to the Vice President for Student Affairs

Position Description: The Director of Financial Aid reports to the Vice President for Student Affairs and is responsible for administering all student financial aid funds from all sources including private scholarships, federal Title IV and other funds, state grants and various loan funds. The Director manages and supervises all departmental operations for automated and manual financial award systems, data management, records and reporting requirements for the Office of Financial Aid & Scholarships. The Director assures excellent service to students, parents and other constituents.

Primary Responsibilities:

- Maintain compliance with all regulatory mandates.
- Award funds equitably to all eligible students.
- Provide timely delivery of Title IV, state and institutional funds.
- Decrease the institution’s default rate.
- Increase the awareness of the financial aid process to students, faculty and staff.
- Develop short and long range goals for the Office of Financial Aid & Scholarships.
- Counsel students and parents regarding financial aid eligibility and debt management matters.
- Maintain automated financial aid systems, managing data, reporting statistics; reconciling financial aid funds and accounts, managing student documents and records;
- Develop, recommends and implement policies and procedures as appropriate;
- Develop financial aid publications, brochures, and pamphlets as necessary;
- Implement Federal and state financial aid regulation and policy changes;
- Prepare University responses to all program reviews and/or other audits;
- Supervise Financial Aid professional, support and student staff;
- Monitor the data integration of PowerFAIDS to achieve the goals of the department;
- Represent the University in meetings with external organizations and individuals as appropriate
- Promote customer service orientation and commitment to creating a positive student experience.
- Directs and enhances outreach efforts to inform students of services.
- Responsible for generating weekly, monthly, quarterly financial aid & scholarship analytics.
- Provides financial oversight to the Offices of Financial Aid & Scholarships.
- Performs other related duties as assigned
**Qualifications:**
Bachelor's degree required. Master’s preferred; 10 years related experience, 4 years must be in a financial aid office supervisory capacity; experience with the administration of federal student financial aid programs; and working knowledge of automated financial aid delivery systems. Demonstrated interpersonal, communication, organizational and analytical skills are essential. Excellent written and verbal communication skills required. Strong interpersonal and collaborative skills are vital.

**Special Requirement:**
- Ability to travel to workshops and conferences on behalf of the university.
- Ability to work flexible schedule including evenings as needed.
- Subject to criminal background check prior to employment.

Applicants must submit a detailed letter of interest addressing the job announcement, a resume, and unofficial transcripts to jobs@fmuniv.edu or Director of Human Resource Management, Florida Memorial University, 15800 NW 42 Avenue, Miami Gardens, FL 33054.

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