Vacancy Announcement
Director of Financial Aid

Reporting to the Vice President for Enrollment Management and Student Affairs, the Director of Financial Aid will plan, implement, and evaluate all aspects of Financial Aid and serve as the administrator of all Title IV student assistance, state, institutional and private funds. The Director will ensure compliance with all state and federal regulations as relates to student financial aid. The Director is responsible for the leadership and direct oversight of the Financial Aid department and the management of the university Financial Aid programs. The Director will also work to develop and implement financial aid policies in cooperation with the Enrollment Management Team.

Essential Duties and Responsibilities:

- Manage the day-to-day operations of the Office of Student Financial Aid.
- Develop, implement and revise Financial Aid policies and procedures to ensure compliance with federal and state laws, regulations and college.
- Oversee the Satisfactory Academic Progress (SAP) and Return of Title IV Funds processes.
- Manage the coordination of Pell and Direct Student Loan processing between Department of Ed, students and the institution.
- Oversee Title IV refunds and repayments, including U.S. Department of Education and National Student Loan Data System notifications/reporting.
- Ensure timely reconciliation of accounts reconciliation process.
- Develop all publications (website, college catalog, and other media) relating to financial aid.
- Review and input data from students' files for all awards
- Maintain accurate and complete student records
- Submit required reports to state and federal agencies
- Develop and monitor departmental budget
- Supervise and lead Financial Aid staff to ensure excellent customer service is delivered to every customer.
- Assist with the selection, training and evaluation of office personnel
- Collaborate with Enrollment Management team and other departments to plan, develop and execute enrollment/retention programs.
- Assist the administration in carrying out the mission of the college
- Strong communication and interpersonal skills
- Strong organizational, computer and problem-solving skills required

Qualifications:

Qualified candidates must have a Bachelor's Degree and five or more years of demonstrated experience in financial aid. Advanced Microsoft Excel and experience with Jenzabar EX and PowerFaids is preferred. Knowledge of policies, regulations, and practices for awarding financial aid.

Salary: Commensurate with experience.
Applications Deadline:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.