

UNIVERSITY OF DALLAS

Job Number: 10839UD

Director of Financial Aid

Date Posted: June 7, 2021

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

SUMMARY

UD is currently seeking a Director of Financial Aid to ensure accurate and timely delivery of student aid awards while ensuring compliance and optimization of financial aid resources for achievement of the University's strategic enrollment objectives. This position provides leadership for daily operations of financial aid across internal and external organizational boundaries.

PRIMARY RESPONSIBILITIES

- Participate in the development, implementation, and evaluation of financial aid policies, awarding procedures, and compliance strategies. Make strategic recommendations toward achievement of the University's mission and enrollment management goals and objectives.
- Supervise, hire, train, and evaluate the work of a team of financial aid counselors in understanding financial aid policy and accurate awarding of financial aid. Review caseloads, mentor employee development, and monitor progress toward successful implementation.
- Monitor financial aid spending and assists with financial aid projections. Ensure professional and accurate customer service, as well as timely awarding and notification to students.
- Provide leadership for establishment, operation, and compliance with all student financial aid programs including federal, state, institutional, and other funding sources. Responsible for the Office of Financial Aid Policy and Procedures.
- Participate in recruitment and orientation programs to represent financial aid opportunities for prospective and incoming students. Present financial aid information to current students throughout the year in collaboration with departments across campus.
- Assume responsibility and authority for audits and program reviews including all year-end reports for federal, state, and institutional programs. Oversee need analysis and has final institutional authority for determining need in compliance with applicable federal and state criterion.
- Represent the interests of the Office of Financial Aid and students receiving financial aid on institutional committees (Student Success, Banner Council, Data Council, Enrollment Management etc.).

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- Serve as the manager of the Financial Aid modules of Banner. Responsible for aid year setup, quarterly testing, implementation of updates and management of rules.
- Run reports and analytics on financial aid student data to assist counselors with awarding students. Perform internal audits to confirm accurate awarding and correct eligibility review.
- Oversee endowment and restricted scholarship spending. Confirm funding and coordinate awarding of scholarships within the parameters of the donor agreement.
- Coordinate with Registrar, Bursar, and Deans to set up awarding calendar and charges for the year. Confirm alignment of policies to maximize the student experience.

MINIMUM REQUIREMENTS

- Bachelor's degree.
- Five years of experience in financial aid and/or enrollment management.
- Extensive knowledge of the U.S. Department of Education electronic-transfer information.
- Development and administration of financial aid policies and programs and department operating budgets.
- High level interpersonal, customer service, financial management, and administrative skills.
- Ability to learn, use, document, and teach end-user business processes for enterprise level relational database systems.
- Strong organizational/task-oriented approach and ability to prioritize tasks.

PREFERRED QUALIFICATIONS

- Master's degree or equivalent years of experience.

ADDITIONAL INFORMATION

- This position requires travel to local community colleges and high schools and the ability to work evenings and weekends, as needed for success.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.