WESTMONT COLLEGE

Director of Financial Aid
Financial Aid

Available July 1, 2010

Position Summary: The Director of Financial Aid is responsible for the formulation and implementation of a financial aid program that provides resources to make Westmont accessible to current and prospective students. The Director manages the daily operation of the Financial Aid Office, ensures compliance with federal, state and institutional policies and regulations, and serves as an informed resource to the community regarding financial aid policies and procedures.

Requirements include:
A bachelor’s degree; a master’s degree is preferred; five to seven years of progressive experience and leadership in the field of student financial aid, including experience managing others; thorough knowledge of federal and state regulations and the ability to quickly adapt to changing governmental regulations, institutional policies and procedures; knowledge of and ability to use financial aid software (i.e. PowerFaids, COD, WebGrants) and the federal refund software (R2T4); ability to assist with analyzing financial aid strategies to ensure enrollment goals; ability to multi-task and meet all required deadlines; exceptional customer service, interpersonal, verbal and written communication and technical skills; and the ability to successfully collaborate with other departments at Westmont to help advance the goals of the College.

Responsibilities:
- Review FAFSA aid applications, award financial aid, perform verification when required, and certify student and parent loan applications.
- Counsel with, and respond to questions from, students and parents in person, by telephone and in writing.
- Accurately administer all Title IV programs.
- Responsible for payment of the Federal Pell Grant and California State Grant Programs and reconciliations of accounts with federal and state agencies and the Westmont Business Office.
- Counsel students regarding TEACH Program, Federal Perkins Loans, Federal Direct Loans and private loans.
- Coordinate outside scholarships received to ensure students will not be subject to overawarding.
- Calculate institutional and federal aid refunds.
- Responsible for timely and successful completion of the annual financial aid audit performed by external auditors.
- Coordinate timely updates of financial aid materials (i.e. consumer information, financial aid brochure, Westmont financial aid website, etc.).
- Complete the financial aid portion of the FISAP annual report, as well as respond to various surveys (CCCU, CDS, etc.).
• Regularly update knowledge of federal and state regulations by attending conferences, seminars and workshops.
• Hire, mentor, train and evaluate the financial aid staff and oversee the overall operation of the financial aid office and its operating budget.
• Provide financial aid seminars for the prospective student Preview Days and other institutional events, as well as occasional seminars at local high schools.
• Serve as the college’s primary contact with third-party financial aid consultants.
• Complete special projects for the Vice President for Finance, Financial Aid Committee and Financial Aid Appeals Committee. Provide correspondence for committees.
• Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
• Other duties as assigned.

Reports to: Vice President for Finance

2-2010