Job Title: Director of Financial Aid
FLSA Classification: Exempt
Reports to: Vice President of Financial Services/CFO

Position Goal:
The goal for each member of the campus community is to believe and live consistently by the principles of the mission of the University. The USW mission is as follows:

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at the University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged.
- At University of the Southwest, students are instructed and mentored by a faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they come; and
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

Position Summary:

The position is responsible for the comprehensive financial aid program at University of the Southwest. This entails counseling, reconciling accounts, packaging, correspondence, staff training and development, loan processing, grant awarding, scholarship programming and evaluation, budget management, administrative leadership and communication, and institutional program research. The successful candidate should remain current and commit to professional development necessary to carry out the above expectations. Collaborate and cooperate with the Office of Admission, the Registrar, and the Business Office to facilitate enrollment at the University.

Essential Functions:

1. Serve students.

2. Maintain proper filing and recordkeeping.

3. Process student financial aid documents.

4. Student Loan Specialist.

5. Pell Grant Specialist.

6. Maintain the Work-Study program.

7. Ensure student eligibility for financial aid.

8. Provide orientation for new/potential students.

9. Must be familiar with and understand federal, state, and institutional regulations applied to all types of aid offered at University of the Southwest.

10. Responsible for communicating potential areas of non-compliance with state and Federal financial aid regulations to senior administration, in general, and the CFO, specifically.

11. Provide administrative and operational support to the institution for Financial Aid.

12. Supervise Financial Aid staff.

13. Process and reconcile federal and state aid.

Other Responsibilities:

1. Performs other related duties as assigned.

2. Participates in campus activities.

Education, Experience and Skills Required:

1. Bachelor's degree required.

2. Previous experience in applying federal financial aid regulations required.

3. Attention to details critical.

The undersigned acknowledges that he/she has read and comprehends this job description. Further, the undersigned affirms his/her understanding that the responsibilities, expectations, and requirements itemized above are only intended to be a general description of the job, and should not be construed to represent an exhaustive, all inclusive description of the position duties and requirements. University of the Southwest reserves the right to modify this job description at the University's discretion.

By his/her signature, the undersigned agrees to perform, to the best of his/her abilities, the position provided for in this job description.

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date