



Assistant Director of Financial Aid

Full Time / Salary / Exempt

REPORTS TO

Associate VP for Financial Services

DEPARTMENT

Financial Aid

EFFECTIVE DATE

July 1, 2021

JOB SUMMARY

Provide leadership and training for the traditional financial aid team while maintaining an active role in loan and operations coordination. The Student Loan and Operations Coordinator shall oversee the overall loan and systems operations of the financial aid office for both traditional students and PGS learners. Exercises discretion and makes independent judgments regarding the awarding, loan eligibility, and disbursement of all traditional and PGS student loans, including federal direct loans and private alternative loans.

RESPONSIBILITIES

Essential Functions:

- Oversee and administer all Title IV aid awarding, disbursing, processing, and reconciliation.
- Oversees the Colleague system is current, up-to-date, and works properly with the Federal G5 system, C.O.D. system (Common Origination and Disbursement), and N.S.L.D.S. (National Student Loan Data System)
- Evaluate Traditional Undergraduate withdrawals and complete R2T4s as well as return Title IV aid as necessary.
- Set up an automated daily export and import process of Student Loan, Pell Grant, and TEACH grant records to C.O.D. from Colleague.
- Complete Satisfactory Academic Progress processing and notify students who are at-risk or in financial aid suspension. Provide counseling when necessary.
- Process and award Parent Plus Loans and private loans, communicating with students and/or parents when the award is completed or if any changes need to be made.
- Oversee and process the daily FAFSA import process, assign budgets, look over changes in FAFSAs, and implement an automated communication track to students regarding any outstanding items needed to be completed before awarding federal and/or state aid.



- Manage the financial aid counselors with the awarding and re-awarding processes.
- Assist with awarding students as necessary.
- Provide counseling to students regarding loan and repayment options.
- Crisis management with students and/or parents.
- Manage, process, and reconcile the awarding of state aid by coordinating with the Oklahoma State Regents Office.
- Manage summer term financial aid awarding by getting a new list of students enrolled each month to make sure all eligible students are awarded.
- Coordinate with different departments on campus to award endowed scholarships, making sure the donor criteria is being met.
- Complete the annual set up for Colleague Financial Aid to get the system ready for the next award year. This involves setting the loan origination fees, default disbursement dates, attendance patterns, budgets, among many other things.
- Award outside scholarships.
- Coordinate with other departments on campus to award talent related scholarships.
- Award Pastor Certificates.
- Provide training and mentoring to my co-workers from meeting one on one to leading training seminars.
- Manage our Perkins Loan portfolio through our Perkins loan servicer, UAS.
- Provide necessary documents/documentation for the University's annual audit.
- Manage the main financial aid email.
- Assist with athletics financial aid awarding by coordinating with Associate Athletic Director for Compliance.
- Oversee or assist in the following financial aid processes: New Year Setup, S.A.P., F.I.S.A.P., Annual Audit, and I.P.E.D.S.
- Create and update disbursement rules in Colleague.
- Assist students with completing FAFSA verification through Proverify. and making sure students are properly loaded into Proverify.
- Lead and facilitate FAFSA workshops on campus.
- Additional duties as assigned

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity
- High school graduate
- Minimum of two years of related work experience and/or relevant training
- Possess strong verbal and written communication skills
- Ability to prioritize multiple demands in fast paced work environment
- Typing and spelling competency
- Experience with various computer software applications



- Data entry experience
- Ability to work under pressure and meet deadlines
- Ability to maintain positive interpersonal relationships
- Ability to work independently
- Ability to operate office equipment
- Ability to provide quality customer service

Preferred Qualifications:

- Some college coursework
- Experience in higher education

Supervision Received:

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

Supervision Exercised:

May be responsible for the coordination of work assignments for student employees.

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

**SOUTHERN NAZARENE UNIVERSITY
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs,



activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.



Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).