

DIRECTOR OF FINANCIAL AID

Henderson State University seeks to fill the position of Director of Financial Aid. The new director will possess a strategic understanding of the integral role of student financial aid in supporting student enrollment, student success, and student services. Compensation for the position is \$70,000.

The Director of Financial Aid administers Henderson State University's financial aid program by utilizing University resources to maximize enrollment while maintaining full compliance with all federal, state, and University regulations, policies, and procedures. The Director of Financial Aid must work with co-workers, faculty, staff, students and their families, federal loan lenders and guarantee agencies, the Department of Education, high school counselors, other financial administrators, and the community to provide efficient and effective financial aid services in a customer friendly manner.

QUALIFICATIONS: Candidates must possess the formal equivalent of a bachelor's degree and have five years' experience in an Office of Financial Aid. Must have the ability to interpret complex financial aid regulations and apply appropriately in different situations. Must understand personal income tax forms as they relate to federal financial aid. Other job related education and/or experience may be substituted for all or part of these basic requirements. Strong Computer skills are required. Knowledge of student financial aid programs, standards and procedures are a must

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Direct overall operations of the Financial Aid Office.
- Plan, lead, organize, evaluate and implement best practices of all day-to-day functions and operations of the financial aid department in compliance with federal, state, and institutional regulations/policies.
- Conduct professional judgments
- Manage scholarship and SAP appeals.
- Direct financial aid personnel, conduct regular training and use available resources to ensure staff is current with federal, state, and institutional regulations/policies.
- Ensure staff are trained to provide excellent customer service and guidance to financial aid applicants and their families throughout the financial aid process.
- Administer, review and update financial aid policies, procedures and services ensuring ongoing compliance with federal, state and institutional regulations/policies.
- Submit all required reports (IPED, FISAP, etc.).
- Participate in regular meetings with enrollment management staff.
- Actively support the enrollment process with implementation of student-friendly policies, procedures and practices within the confines of financial aid regulations.
- Manage and direct all activities related to FAFSA completion by new and returning students with emphasis on qualifying students for Arkansas state scholarship programs.

University: Henderson State University is located in Arkadelphia, a charming, family-centered community of 11,000 residents situated one hour south of Little Rock on Interstate 30. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Please visit www.hsu.edu, www.arkadelphiaalliance.com, or www.arkadelphiaschools.org for more information about Henderson State University and our community.

Application: Review of applications will begin March 3, 2020, and continue until the position is filled. Applications should be forwarded to: Dr. Brad Patterson via e-mail in PDF or MS Word format to bpatterson@hsu.edu; Items to be

submitted include a letter of application, resume', unofficial transcript(s) and the names, addresses, and telephone numbers of three current references.

The final applicant for this position will be required to submit to a background screening including a criminal background check and financial records check pursuant to university policy. The applicant will also be required to provide official transcripts to Human Resources. Under the provisions of Arkansas' Freedom of Information Act, applications are subject to public inspection upon written request.

Henderson State University is an Equal Opportunity/Affirmative Action Employers