



Eastern Illinois University
Director of Financial Aid and Scholarships Position Announcement

Eastern Illinois University, A Master's I, regional institution, invites applicants for its Director of Financial Aid and Scholarships. The Director of Financial Aid is a full-time, 12-month, administrative and professional position reporting to the Associate Vice President for Enrollment Management in Academic Affairs. The Director of Financial Aid and Scholarships has primary responsibility for supervising, coordinating and administering the programs, activities, and staff associated with the Office of Financial Aid and Scholarships.

Required Qualifications & Skills:

- Bachelor's degree
- 3 or more years of experience leading a team of 3 or more.
- 3 or more years of experience working with Elucian Banner.
- Familiarity with Student and Financial Aid data structures within the Elucian Banner ERP.
- Basic knowledge and comprehension of programs and activities associated with the Financial Aid area at an institution of Higher Education.
- Excellent analytical and problem-solving skills, and a record of adaptability to changing environments, policies, and student needs.
- Must be knowledgeable of financial aid laws, rules, and regulations
- Possess the ability to establish positive and productive working relationships with students, staff, and faculty, and on occasion, work with circumstances that require effective negotiation, mediation, and conflict resolution.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- Able to communicate effectively, both orally and in writing, to individuals, small groups and large groups.
- Demonstrated commitment to diversity and experience with promoting inclusive excellence.

Preferred Qualifications & Skills:

- Master's degree
- Previous experience in a post-secondary institution as a Director of Financial Aid, Assistant /Associate Director of Financial Aid or the equivalent in higher education.
- Extensive knowledge and comprehension of all aspects of programs and activities associated with the Financial Aid area at an institution of Higher Education.
- Ability to interpret, implement and explain to others complex federal and state requirements and policies governing federal and state financial aid and Veterans' Administration benefits.

Duties & Responsibilities:

1. Supervise, coordinate, and administer all aspects of programs and activities associated with the Financial Aid area.

2. Ensure that the department maintains compliance with all applicable federal, state and institutional rules and regulations and develop and maintain the departmental policy, procedure, and processing manuals related to financial aid programs and activities.
 - a. Act as point of contact for auditors and other outside agencies.
3. Implement and maintain programs and processes for the counseling of students, parents, and other constituents regarding the types of financial aid programs available, program requirements and responsibilities, and application procedures, and train staff to perform outreach activities regarding financial aid.
4. Direct the processing of all applications for financial aid of students eligible to participate in the institutionally based federal financial aid programs, campus-based aid packaging. This includes awarding of aid and management of funding for all state, federal, and institutional programs.
5. Serve as a resource to staff, faculty, administration, students, parents, and the general public, spokesperson and role model for the office.
6. Coordinate and supervise the day-to-day operations of the Office, including overseeing the employment, orientation, and evaluation of staff, and responsibly managing the Office's budget.
7. Facilitate preparation and review of various institutional, state and federal reports.
8. Facilitate the development and leadership of staff members in order to provide high-quality services to potential and existing students.
9. Oversee the continued development of a comprehensive web presence for the Office of Financial Aid. Coordinate the development, preparation, and dissemination of publications and other printed materials.
10. Participate in student orientation activities concerning financial aid.
11. Train management staff to perform outreach activities regarding financial aid.
12. Coordinate technical activities and develop relationships with other University operations.
 - a. Work closely with ITS.
13. Serve on University committees and councils as assigned or elected.
14. Maintain expertise and current knowledge of college financial aid policies, procedures, and programs. Attend training/conferences as necessary to keep knowledge current so that the department can plan and react positively to constantly changing Federal, State and institutional postures concerning student assistance.
15. Develop and maintain contact with state and federal agency representatives, private lenders, scholarship donors, and high school personnel.
16. Perform other duties as assigned by the Associate Vice President for Enrollment Management.

Applications should be sent electronically via Interfolio at <http://apply.interfolio.com/63671>. Submit cover letter, resume, and a list of 3 professional references; reference list should include telephone number, email address, and reference's professional position. Transcripts will be requested upon selection for on campus interview. Application will be accepted until June 14th. Questions may be directed to Brad Bennington, Screening Committee Chair, at bbennington@eiu.edu.

THE UNIVERSITY & COMMUNITY: Eastern Illinois University places priority on teaching excellence for a student body in a residential setting. Approximately 7,500 students are enrolled in programs in undergraduate and graduate programs. Non-traditional and part-time students are enrolled in programs at both on- and off-campus sites. Eastern offers faculty a wide range of research and public service activities. The university is located in east central Illinois and combines the benefits of a community of 20,000 with access to several cities, including Chicago, St. Louis, and Indianapolis. Eastern Illinois University is an equal opportunity, equal access, affirmative action employer committed to achieving a diverse community.

Eastern Illinois University is an Affirmative Action/ Equal Opportunity Employer – minority/female/disability/veteran – committed to achieving a diverse community.