



Director of Financial Aid

September 2023

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **Director of Financial Aid**. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [Staff Application](#) to Calvary University at humres@calvary.edu or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

FLSA Status: Full-Time, Exempt with benefits
Reports to: Chief Financial Officer
Salary Range: \$35,568 to \$37,440

The Financial Aid Director manages the accurate, timely and confidential delivery of Federal, State, Institutional, and External sources of student financial aid, according to participation requirements and maintains student account records.

Responsibilities

- Study and comply with Federal, State, Institutional and External policies, laws, regulations, and requirements pertaining to the programs administered by the Financial Aid Office
- Maintain current knowledge of new or changing financial aid related regulations; develop and modify procedures and standards accordingly; incorporate creative guidelines and innovative trends into the financial aid, scholarship and federal work study programs
- Develop, recommend, implement, and maintain policies, procedures, standards, and guidelines for financial aid programs ensuring compliance with Federal and State laws and local regulations in conjunction with third part servicers
- Develop strategic planning goals and objectives for financial aid in conjunction with the University's strategic plan
- Administer Federal Student Aid (FSA) (Title IV) in a prudent and responsible manner
- Administer Institutional financial aid and External educational benefits in a prudent and responsible manner
- Work with third party servicers to determine eligibility of students for scheduled payments; authorize disbursement of Federal, State and private aid; analyze and forecast expenditures for Federal, State and institutional grant aid, loan and work programs
- Ensure timely and accurate response to Program reviews, compliance audits, and reports
- Train, direct the daily activities, and review the work of the Financial Aid Assistant
- Develop appropriate financial aid strategies that are consistent with the enrollment management objectives of the University
- Maintain a strong sense of customer service throughout financial aid services system-wide

- Make recommendations on Institutional policies and procedures
- Maintain the Financial Aid Policies and Procedures Manual
- Maintains student account records in our student information system
- Resolve and/or assist in the resolution of problems and complaints
- Chair the Student Aid committee

Required Qualifications

- Skilled in analytical thinking
- Able to administer and enforce federal and institutional regulations with a high degree of tact and integrity
- Understanding of Biblical principles concerning finance and stewardship
- Familiarity with basic principles of finance and accounting
- Proficiency in Microsoft Word, Excel, and Outlook (computer skills level should be Intermediate to Advanced)

Preferred qualifications

- Successful experience in a Financial Aid office
- Experience with Institutional and DOE systems
- Experience with Military Educational benefits
- Bachelor's degree or equivalent work experience

Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap, or veteran status.