The Associate Director of Financial Aid is responsible for developing enhanced and streamlined financial aid services for students through the integration of technology. The essential goal of this position focuses on increasing productivity and accuracy through the automation of tasks, services and processes. The individual must be detail oriented and able to work with a variety of people. The Associate Director will work closely with the Director of Financial Aid to create and execute a strategic plan for the assimilation of technologies as well as perform day to day functions within those technologies. This individual serves as the liaison to internal and external constituencies who require financial-aid related information, data and reports.

**Responsibilities**

- Develop and execute a strategic plan for the assimilation of technologies in the financial aid office. Manage transition of financial aid office to an efficient, paperless system. Identify and pursue ongoing training opportunities as a means of continually assessing and improving use of technologies.
- Train office staff in use of identified technologies as they pertain to specific functions and processes.
- Collect, analyze and interpret financial aid data. Create reports for internal constituencies who require financial aid related information for the development of grant proposals, presentations and other reporting for financial aid office, such as: Noel Levitz data, credit updates and attrition information.
- Administer the disbursement of anticipated and real-aid funds to the business office.
- Reconcile Title IV funds.
- Assist Director in preparing required Federal and State reports throughout the year to meet government guidelines. Work with other departments on campus to prepare institutional reports throughout the year.
- Schedule and manage database upgrades with software providers: Powerfaids, Net Partner, ED Connect and Jenzabar. Review communications from software providers and relate relevant information to office staff.
- Serve as a member of the Jenzabar module manager group and Jenzabar user group.
- Serve as liaison with Business office to balance disbursed funds on a monthly basis to assure accurate year end totals for auditing purposes.
- Mange the Financial Aid Website and Target X e-mail blast and events.
- Administrator Institutional and Donor Scholarship Programs.
- Counsel students and parents regarding financial aid awards, eligibility, and processes.
- Responsible for decision making in the absence of Director.
Education and Experience:

Bachelor’s degree, Masters preferred
Three to five years of successful experience in financial aid with knowledge of Power Faids preferred.

Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. For confidential consideration please send cover letter, resume, and names of three professional references to the address above.