



EMPLOYMENT OPPORTUNITY

Date: January 6, 2012

Job Title: Assistant Director of Financial Aid

Reports To: Director of Financial Aid

Job Description:

Assistant Director (35%)

Objective: To provide leadership toward an efficient and professional environment.

Responsibilities:

- Assume leadership of the office in the absence of the Director
- Oversee and cross-train with office staff for seamless and efficient day-to-day processing of student financial aid applications
- Help ensure compliance of Title IV regulations within the Financial Aid Office
- Active involvement in outside training and organizational activities related to the profession
- Assist in origination, disbursement and reconciliation of various federal and institutional funds
- Revise student awards as needed
- Assist in compiling data and running reports to meet institutional needs
- Serve on campus committees as needed

Scholarship Coordinator/ Student Education and Literacy Coordinator (20%)

Objectives:

-To locate possible scholarships and design programs to disseminate application information to prospective and current students.

-To provide information/training sessions to current students about personal finance.

-To facilitate financial literacy education within the Multnomah campus

Responsibilities:

- Research and identify, through various means, additional and specialized scholarships for which Multnomah students could apply
- Communicate the appropriate information to students in a timely and effective manner
- Maintain information books on reserve in the library.
- Research topics related to personal finance
- Develop seminars and other methods for educating students about personal finance issues.
- Design and publish periodic financial aid newsletter
- Communicate with other campus departments to schedule and produce financial literacy events on campus
- Conduct individual and group sessions on financial literacy (e.g. budgets, loan consolidation, Identity Theft, etc.)

Financial Aid Packaging Specialist (30%)

Objective: To review student files and determine eligibility for federal and institutional financial aid.

Responsibilities:

- Review student files for accuracy prior to awarding financial aid
- Determine aid eligibility based on federal regulation and institutional policy
- Know and adhere to scholarship and award deadlines

If it's Bible you want, then you want Multnomah!

MULTNOMAH UNIVERSITY

8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU

Federal Grant Processor (15%)

Objectives:

- To review and transmit electronic files to the Department of Education via EdConnect software
- To troubleshoot rejected files, correct and retransmit

Responsibilities:

- To review grant files for accuracy when transmitting and receiving
- To work with Department of Education processing personnel to resolve processing issues
- To communicate with other staff members regarding trouble files

Job-specific Requirements:

- Bachelors degree required
- Recent experience in a financial aid office preferred, or a willingness and ability to quickly develop proficiency in understanding policies and complex guidelines governing federal and institutional aid programs and compliance
- Demonstrated leadership ability with initiative and mature work habits (including appropriate use of institutional time and resources for personal internet and phone usage per the Director's discretion)
- Highly detail oriented and possesses strong organizational skills
- Ability to classify and analyze data needed to understand the relationship to financial aid eligibility criteria
- Ability to understand federal income tax forms as they relate to income verification and the financial aid application process
- Excellent communication skills, both written and verbal; demonstrated ability to be easily understood one-on-one and with small groups
- Data entry accuracy; proficiency in word processing and spreadsheets.
- Ability to do basic computer troubleshooting and accurately follow network back-up procedures.
- Willingness to cross-train with other financial aid staff and function in a teamwork environment.
- Availability for occasional overnight or weekend training activities.
- No more than 5% unpaid absenteeism

General Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian college and seminary, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- The employee will have received Jesus Christ as his/her personal Savior. John. 1:12
- The employee will be in basic agreement with the institution's doctrinal statement.
- The employee will believe that the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- The employee will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- The employee will be a regular participant in a local, evangelical church.

**Full Time (40 hours) with Medical and Dental benefit options
starting the first day of the month following the first 30 days of employment.**

To Apply: Application must be made to the DIRECTOR OF HUMAN RESOURCES. For full consideration complete an employment application (available online at www.multnomah.edu) and attach to a cover letter and resume. Please include the name, title and phone number of three references. Applicant must be willing to sign Multnomah's doctrinal and value statements, and reference release forms. An interview may be arranged after your file is complete.

After submitting your application if you have questions regarding this position please contact Mary McGlothlan: mmcglathlan@multnomah.edu.

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