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| Position Information |
| **Position Title** | Associate Director of Fin Aid & Schlr Services |
| **Campus** | IUPUI - Indianapolis |
| **Department** | ENROLLMENT MANAGEMENT (IN-ENRL-IUINA) |
| **Department Information** |  |
| **Job Summary** | Directs the Financial Aid Client Services Office and the Scholarship Services Office, both located in the IUPUI Campus Center, two related operational units which have more than 150,000 direct and indirect student contacts annually. The two areas are responsible for providing precise and reliable financial aid, scholarship, and student records information to prospective and enrolled students through face-to-face contacts, emails, and telephone calls. It also serves as the liaison to the in person payment office managed by of the Office of the Bursar. The position focuses on strategic processes consistent with the University’s enrollment goals. Provides leadership in collaboration with other areas for the successful planning of resources, processes, and technology to ensure effective operations and services that affect all potential and enrolled students as well as academic units. The position provides leadership, direction, and management oversight and ensures compliance with the Family Educational Right and Privacy Act (FERPA) as well as with federal, state, and IU Foundation regulations impacting financial aid programs. |
| **Required Qualifications** | Minimum Education: Bachelor’s degree required. Master’s preferred. Combinations of related education and experience may be considered.Minimum Experience: At least 8 years of progressive experience in financial aid and/or scholarship administration required.Required knowledge, skills, and abilities: Ability to manage and prioritize multiple tasks; ability to successfully counsel and educate students in the management of educational indebtedness. Ability to take a global view of issues and approach challenges proactively. Capable of working independently and using time wisely. Must stay current on all federal and/or state regulations affecting financial aid and translate that information effectively to students, staff, and faculty; to work concurrently and effectively with upper leadership. Ability to resolve issues/concerns quickly and appropriately. Excellent verbal and written communication skills.Equipment utilized: Microsoft Office products; PeopleSoft experience preferred. |
| **Preferred Qualifications** |  |
| **Working Conditions / Physical Demands** |  |
| **Salary Range** |  |
| **Salary Plan** | PAE |
| **Salary Grade** | 4SA |
| **FLSA** | Exempt |
| **Work Location** | Indianapolis, Indiana |
| **Job Category** | Student Affairs/Academic Services |
| Posting Detail Information |
| **Posting Number** | 10818P |
| **Open Date** | 02/27/2019 |
| **Close Date** | 03/06/2019 |
| **Open Until Filled** | No |
| **Posting Disclaimer** | This posting may be closed at any time at the discretion of the University, but it will remain open for a minimum of 5 business days. To guarantee full consideration, please submit your application within 5 business days of the posting Open Date. |
| **Special Instructions Summary** | Search for the job posting and apply at <https://jobs.iu.edu/>.  |

Supplemental Questions