

Assistant Director for Systems and Reporting
Northern Illinois University

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Posted Jul. 20, 2020, set to expire Nov. 17, 2020

Job Title	Assistant Director for Systems and Reporting
Department	Financial Aid&Scholarship Offc
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Jul. 20, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid Administration - General
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Job Description

Position Title Financial Aid Manager
Position Number 00034991
Working Position Title Assistant Director for Systems and Reporting
Posting Type Civil Service
FTE 1.00
Representation Non-Union
Department Financial Aid&Scholarship Offc

Primary Function

The position is a primary resource for functional and operational procedures and systems; responsible for assigned business analysis, maintenance, and coordination of complex systems and processes that integrate and utilize data from state, federal and internal sources. This position assists the Associate Director to utilize the PeopleSoft system to administer federal, state, and institutional regulatory



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requirements supporting application processing, awarding, and risk management controls; coordinates annual operational calendar; assists with testing and annual set-up that support document tracking, needs analysis, cost-of-attendance formulas, packaging, communications, external award load, electronic notifications, federal, state, and institutional processing, item type management, aid disbursement as well as reporting and research. This position serves as an escalation point for workload peaks and complex tasks and performs reporting and reconciliation.

Duties and Responsibilities (generally)

The position is part of the senior leadership team working with the Associate Director for all high level system, reporting, funds reconciliation, risk management, communication and operational tasks and activities and supporting staff with complex issues or workload peaks.

Minimum Required Qualifications for this position

1. Any one or combination totaling three (3) years (36 months) from the following categories:

A. college course work in any field

- Associate Degree (60 semester hours) equals one (1) year (12 months)
- 90-semester hours equals two (2) years (24 months)
- Bachelor's Degree or higher (120 semester hours) equals three (3) years (36 months)

B. work experience managing office, business, or customer service relations activities.

2. Two (2) years (24 months) of higher-education, student services, or closely related experience.

3. One (1) year (12 months) of supervisory experience in a higher education, student services, or closely related setting.

Education and Experience Preferred

Minimum of bachelor's degree and five years of financial aid or comparable experience in a technical and highly regulated environment.

Prior experience with PeopleSoft and ERP management, awarding and reconciliation of federal and state financial aid programs, data or business analysis.

List the knowledge, skills, and abilities critical to the performance of this position.

Must have or within six months of hire acquired in-depth knowledge of PeopleSoft student system as well as all statues, regulations and oversight agency guidance related to federal campus based matching fund requirements, draw down of federal funds, federal student right-to-know, consumer information, gainful employment and other disclosure requirements, Verification, Conflicting Information, academic calendars, Budget/Cost of Attendance, Federal Direct and private loan processing and requesting and managing FSA funds



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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