

Associate Director of Financial Aid
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=169430>

Downloaded On: Dec. 2, 2021 2:03pm

Posted Oct. 13, 2021, set to expire Feb. 12, 2022

Job Title	Associate Director of Financial Aid
Department	Financial Aid&Scholarship Offc
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Oct. 13, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
Apply Online Here	https://employment.niu.edu/postings/59743

Apply By Email

Job Description

Primary Function

The Associate Director of Financial Aid is responsible for day-to-day management of the Financial Aid and Scholarship Office. The Associate Director serves as a lead administrator for areas of high impact such as Institutional eligibility for federal Title IV and Illinois Student Assistance Commission (ISAC) programs; academic program eligibility; academic program development and accreditation; consortium agreements and partnerships with other institutions; outreach; assessment; development of strategies to ensure institutional compliance; effective student service; and to maximize enrollment and retention, and cash flow in a manner consistent with the University's mission and strategic enrollment plan. The Associate Director coordinates workflow, communications, and operations directly with the Colleges, Records and Registration, Chance, Orientation, Admissions, and the Provost Office and serves as the NIU representative to ISAC and many university partners. The Associate Director reports directly to the Director of the Financial Aid and Scholarship Office (FASO) and is a member of the FASO administrative staff. This position is second in command and makes decisions and represents the office in the absence of the Director. This position is responsible for assisting the Director in all facets

Associate Director of Financial Aid Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=169430>

Downloaded On: Dec. 2, 2021 2:03pm

Posted Oct. 13, 2021, set to expire Feb. 12, 2022

of program administration, office management, supervision, personnel and with overseeing various federal, state, and institutional programs and their budgets. This position requires a high ability to synthesize and analyze complex regulatory, financial aid, and technical information to support staff, processes, and enrollment.

Duties and Responsibilities (generally)

The Associate Director works to:

- Operationalize FASO and University access and affordability initiatives,
- Create, update and supervise a robust staff training and development program,
- Develop outreach tactics to build enrollment and student satisfaction,
- Guide strategic use of data analytics,
- Develop internal quality control methodologies to ensure processes meet the university's administrative capacity requirements, manage risk, and meet student service goals,
- Interpret and operationalize new regulations,
- Provide guidance to other areas of operation and manage a full-time staff of 22.

The AD establishes and directs policies and procedures for satisfactory academic progress; transfer monitoring; need analysis; student eligibility; professional judgement evaluations and overrides; Pell Grants; all state grant, scholarship and waiver programs; and awarding methodologies.

Minimum Required Qualifications for this position

1. Bachelor's degree.

2. Three (3) years (36 months) of experience in working with student employment, student financial aid/loans, student admissions/recruitment, scholarship/grant programs or other closely related work experience

Contact Information

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

Contact