

Assistant Director of Financial Aid - Health Professions  
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=255543>

Downloaded On: Apr. 14, 2025 11:49am

Posted Apr. 9, 2025, set to expire Dec. 14, 2025

**Job Title** Assistant Director of Financial Aid - Health Professions  
**Department** Enrollment Management  
**Institution** Marian University  
Indianapolis, Indiana

**Date Posted** Apr. 9, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Admissions/Financial Aid

**Job Website** <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=c436a42b-efe2-4565-8fef-7a1c87c91a21>

**Apply By Email**

### Job Description

#### Job Details

#### Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks a Assistant Director of Financial Aid to promote our Catholic Franciscan mission and identity by reviewing student applications for financial aid, such as loans, grants-in-aid, or scholarships, to determine eligibility for assistant at Marian University Indianapolis campus.

The Assistant Director of Financial Aid will be responsible for awarding and packaging financial aid for all new, returning and transfer students to Marian University Indianapolis campus. This position will be located on campus in Indianapolis, Indiana.

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### Essential Duties and Responsibilities:

Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.

Manage student financial aid caseload, including, but not limited to counseling students and families, performing federal need analysis, application verification, awarding and outreach for graduate and doctoral programs.

Perform Return of Title IV (R2T4) Funds calculations.

Remain current on all federal regulations, institutional policies and best practices.

Assist with conducting financial literacy training and debt management conversations with students, facilitating both educational seminars and one-on-one sessions.

Demonstrated ability to interact professionally with students, parents, faculty and staff on a consistent basis.

Demonstrated ability to manage a number of complex operations and to problem solve on a daily basis.

Manage budget adjustment and students appeals process.

Coordinates timely responses to all email and telephone contacts from the Graduate Student Population.

Assists in the creation and maintenance of federal and institutional financial aid policies and procedures.

Ensures timely and accurate disbursement of all graduate student aid throughout the academic year.

Assist in the management of satisfactory academic progress process (SAP).

### Required Qualifications:

Bachelor's degree from a four-year college of university.

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents.

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percentages.

Ability to define problems, collect data, establish fact, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Must be computer proficient and have excellent communication and interpersonal skills.



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Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

Cover Letter

Current resume or CV

Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.

Responses to the supplementary mission & identity questions.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

### **Contact Information**

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

### **Contact**