

Associate Director, Compliance & Reporting  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=257463>

Downloaded On: May. 31, 2025 4:17pm

Posted May 28, 2025, set to expire Jul. 3, 2025

**Job Title** Associate Director, Compliance & Reporting  
**Department** Office of Financial Aid  
**Institution** Worcester Polytechnic Institute  
Worcester, Massachusetts

**Date Posted** May 28, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

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

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**Job Description**

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**JOB TITLE**

Associate Director, Compliance & Reporting

**LOCATION**

Worcester

**DEPARTMENT NAME**

Office of Financial Aid

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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The primary responsibility of this role is to ensure the Office of Financial Aid complies with all federal, state, and institutional policies. The position also involves maintaining communication with departments both on and off campus, participating in professional organizations, and counseling students and families. Additional duties include managing all federal, state, institutional, and private financial aid surveys by running reports, submitting results, and sharing information with the Director (e.g., FISAP, U.S. News & World Report, Common Data Set, IPEDS). This role also oversees compliance and training for the office and financial aid programs and supervises two front-line financial aid counselors.

Compensation depends on experience and ranges from \$54,400 to \$67,900 annually. The role includes a generous benefits package: 4 weeks of paid time off, an extra week off at the end of December, 13 paid holidays, comprehensive health, dental, and vision insurance, a 9.5% retirement match after one year, disability and life insurance, tuition assistance (including full WPI tuition for dependents after 3 years), free access to the fitness center, wellness resources, flexible summer hours, employee discounts, and more.

### **JOB DESCRIPTION**

Supervise and manage the front-line aid counselor team members (2) by:

- Delivering timely and relevant feedback to employees regarding their performance.
- Maintaining the weekly schedule for the walk-in office and other frontline duties.
- Reviewing time-off requests for all employees and timesheets for all financial aid counselors.
- Providing or coordinating appropriate training and professional development opportunities for all staff.
- Working with individual employees to set annual goals through the performance review process.
- Ensuring excellence in customer service to all internal and external constituents.

Primary responsibility will be to ensure that the Office of Financial Aid complies with federal, state, and institutional policies by:

- Being primarily responsible for Title IV Compliance oversight and management.
- Providing management oversight for major projects including, but not limited to: COD Reconciliation, Satisfactory Academic Progress, and Return to Title IV.
- Monitoring communications from the Department of Education and professional agencies to stay abreast of current regulations, policy guidance, and best practices, as well as identifying and reporting related impacts.
- Regularly reviewing system functionality, regulatory compliance, and consistency of regulatory

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applications using internal audits; assisting with the A-133 and state audits.

- Regularly conducting internal reviews and effectively communicating findings and TIV compliant recommendations to the Executive Director and relevant points of contact.

Serve as liaison and contact person for providing data to all internal and external survey partners by:

- Being responsible for managing all federal, state, institutional, and private financial aid surveys by running reports, submitting results, and communicating information to the Director (i.e., FISAP, US News & World Report, Common Data Set, IPEDS, etc.).
- Being responsible for creating year-end reports for all awarded federal, state, institutional, and private financial aid funds during the fiscal year.
- Assisting in the preparation of necessary reports to the institution, agencies of state and federal government, and donors and sponsors of funds.
- Managing and overseeing the reconciliation process of auditing awards by running and disseminating reports to awarding directors on a weekly basis.

Collaborate with other team members in the office by:

- Preparing informational literature indicating sources of aid, application dates, procedures, and policies of the institution.
- Assisting in training new team members and being available to answer questions; promoting effective communication and change management while making recommendations for compliance excellence, training, and efficiency.
- Managing and maintaining the Standard Operating Procedures and providing regulatory updates to internal staff.
- Providing direct operational support to the Executive Director; ensuring that all financial aid functions are performed efficiently, effectively, and in accordance with all State and Federal regulations; and performing related work as required along with other team members.

Collaborate with other offices on campus by:

- Working with the Admissions Office on financial aid awards to freshmen and transfer students; assisting with financial aid packaging as needed.
- Interacting with the Bursar's Office, students, and parents to assist in reconciling students' charges and credits.
- Developing and delivering training materials on Federal Student Aid processes, rules, and

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regulations in order to fill knowledge or compliance gaps across campus and internally within the department.

- Effectively establishing and maintaining partnerships with peer offices and critical stakeholders in order to achieve compliance goals.
- Partnering with the Office of the General Counsel to ensure legal, policy, and regulatory compliance and in furtherance of compliance goals.
- Performing all other duties and responsibilities as assigned or directed by the supervisor.

**Responsibilities:**

- Minimum 4 Year / Bachelor's Degree.
- Minimum 3 to 6 Years of Financial Aid experience.
- Must be able and willing to work overtime during peak times, especially during file review periods.
- Willing to work at WPI events during non-business hours.

**FLSA STATUS**

United States of America (Exempt)

**WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Associate-Director---Compliance---Reporting\\_R0003152](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Associate-Director---Compliance---Reporting_R0003152)

**About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

**Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a

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place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

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**Contact Information**

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

**Contact**

N/A

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