

Assistant Director of Financial Aid - Graduate and Online
Programs
Marian University

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Posted Jun. 30, 2025, set to expire Dec. 14, 2025

Job Title Assistant Director of Financial Aid - Graduate and Online
Programs

Department Enrollment Management

Institution Marian University
Indianapolis, Indiana

Date Posted Jun. 30, 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=ef79e7d6-047a-4395-8173-5c945c1e97f1>

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 an Assistant Director of Financial Aid. The candidate is responsible for providing financial aid guidance and support to prospective and current graduate and online students at Marian University (not including health professions and osteopathic medical school division).

This role involves advising students on financial aid options, helping them navigate the application

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process, and ensuring that they understand their financial responsibilities. The counselor will also manage financial aid applications for graduate and online students, assist in developing financial aid packages, and work closely with other university departments to ensure compliance with federal, state, and institutional policies.

Essential Duties and Responsibilities:

- * Advise prospective and current graduate and online students on financial aid options, including grants, loans, scholarships, and work-study programs.
- * Assist students in completing the FAFSA (Free Application for Federal Student Aid) and other financial aid forms and documents.
- * Conduct individual counseling sessions, addressing student and parent questions regarding financial aid eligibility, deadlines, and disbursements.
- * Review and analyze financial aid applications, verifying accuracy and ensuring compliance with applicable regulations.
- * Communicate financial aid award offers to students and guide them through the process of accepting, modifying, or declining awards.
- * Collaborate with the admissions, registrar, and bursar offices to ensure accurate and up-to-date financial aid information is integrated into student records.
- * Provide workshops and seminars on financial literacy, budgeting, and understanding financial aid packages for graduate and online students.
- * Stay current on federal, state, and institutional financial aid regulations and policies.
- * Monitor and follow up with students to ensure they meet financial aid requirements and deadlines, and resolve any issues related to disbursement.
- * Maintain detailed records of all student interactions and ensure privacy and confidentiality are upheld in accordance with FERPA (Family Educational Rights and Privacy Act) guidelines.
- * Assist with the development and implementation of financial aid outreach initiatives aimed at increasing awareness of available aid programs.

Required Qualifications:

- * Bachelor's degree in a relevant field (e.g., Education, Business, Finance, or related).
- * Previous experience working in a financial aid office or in student services, preferably with graduate and online student populations.
- * Strong understanding of federal, state, and institutional financial aid programs, including loans, grants, and scholarships.
- * Excellent communication and interpersonal skills with the ability to explain complex financial aid

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information to students in a clear and supportive manner.

- * Proficiency in Microsoft Office Suite and financial aid management software (e.g., Ellucian Colleague, etc.).
- * Strong organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously.
- * Ability to work independently as well as part of a team.
- * Knowledge of financial aid regulations, including FERPA and Title IV.

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.

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights notice from the Department of Labor.

Contact Information

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

Contact

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