

Assistant Director of Financial Aid

Classification	Full-Time, Exempt, 12-month
Department/Division	Financial Aid/Enrollment Management
Reports To	Director of Financial Aid

About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

EEO Statement

King's College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

Job Function

The Assistant Director of Financial Aid reports to the Director of Financial Aid and provides immediate and comprehensive services to students and families for first year and transfer students. This is a student-centered role focused on assessment of aid eligibility for applicants, explains financing options, prepares awards, and adheres to federal, state, and University policies and procedure.

Essential Elements

1. Counsel students and parents regarding financing an education at King's College, advising students and parents about financial aid eligibility, application procedures, available financial aid programs, costs and financial management strategies including loans, financing options, and other financial-aid related matters.
2. Administers the Federal Pell Grant program.
3. Oversees the Financial Aid Offices' role in the King's College endowment scholarship program and outside scholarship programs.
4. Assist Admissions and Marketing with the development of financial aid messaging and materials to engage potential students.
5. Knowledge of Veterans Affairs educational programs and benefits available to veterans.
6. Assist with verification and financial aid packaging according to policies and procedures established by King's College.
7. Represent the College at institutional recruitment programs, conduct financial aid workshops at the College and local high schools.
8. Serves on institutional committees as required.
9. Performs other duties as assigned.

Required Skills, Training, and Experience

Minimum requirements: Bachelor's Degree required. Demonstrated knowledge of higher education principles, practices, and procedures. Ability to communicate both formally and informally with a wide range of contacts both inside and outside the College. Working knowledge of Microsoft Suite (Excel, Word, PowerPoint). Must have the ability to prepare PowerPoint presentations and conduct financial aid presentations to various audiences. Desire to provide outreach services through strong interpersonal skills. The position requires a great deal of contact with the public and the ability to get along well with all types of people. Ability to independently perform all the duties of the position with efficiency, effectiveness, and attention to detail.

Physical Conditions

Typical office working conditions. Fast paced, high-energy environment Prolonged periods of sitting at a desk and working on a computer and telephone. Evenings and weekends are required as determined by the needs of the office.

Internal applicants please submit your materials to hrjobs@kings.edu by 12/18/2023.