To apply, submit an employment application ([click here for application]), resume, and letter of interest to: Chief Financial Officer 5301 S Highway 16 Rapid City, SD 57701

DIRECTOR OF ONLINE FINANCIAL AID (ONLINE 3.0) Position Description

Summary
The Director of Online Financial Aid provides technical and other assistance in the area of financial aid to students attending National American University in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Director of Online Financial Aid must satisfy the following minimum qualifications:
1. Bachelor’s degree in business or related field preferred; and
2. Ten years strong administrative background with knowledge of financial aid, budgeting and long-range planning; three years financial aid administration

Skills and Attributes
The Director of Online Financial Aid must possess the following skills and attributes: excellent grammar and communication skills; ability to comprehend and analyze detailed information; possess excellent attention to detail and follow up; capability of solving complex problems and/or situations; exhibit excellent organizational skills.

Essential Functions
The Director of Online Financial Aid performs the following essential functions:
1. Provides a strong leadership role for the online financial aid staff.
2. Develops a unity of philosophy among personnel in the department consistent with the philosophy of the university. Encourages harmonious relationships among department members, independent, creative thinking and educational leadership within the department.
3. Develops departmental and individual staff objectives that increase the value and productivity of the department and the individual. Develops plans and deadlines to realize those objectives.
4. Conducts meetings for departmental personnel and prepares agendas and reports of those meetings. Provides the reports of those meetings to the Chief Financial Officer upon request.
5. Hires and trains new staff members.
6. Supervises the activities of the staff with a planned system of evaluation of each member.
7. Makes recommendations for the termination, continuation or advancement of all online financial aid staff. Maintains and supplies the Chief Financial Officer with the necessary supportive documentation for those recommendations upon request.
8. Approves or disapproves all absences and make arrangements for adjusted work schedules and/or the employment of substitutes.

9. Maintains high standards of professional conduct and high achievement levels from all members of the staff.

10. Encourages professional growth activities for each person within the department.

11. Develops realistic research activities for the improvement of the department.

12. Develops the department’s budget and controls the expenditures within that budget. Cooperates with the Chief Financial Officer in this type of activity.

13. Prepares strategic plans for the department with input from the staff.

14. Cooperates with management in developing and implementing NAU financial aid policies, procedures and practices consistent with federal and state legislation.

15. Provides training and assistance to various departmental staff.

16. Attends and participates in applicable local, state, regional, and/or national financial aid conventions, workshops, seminars, in order to keep abreast of changes in methodology, legislation, etc.

17. Maintains positive and cooperative working relationships with the admissions department and all divisions of NAU to better serve NAU students.

18. Implements and continues a comprehensive reading of all major publications relative to financial aid developments, such as the federal register, information disseminated by and accrediting association, etc.

19. Assists in federal and independent audits and program reviews.

20. Develops and updates the NAU financial aid procedures manual.

21. Performs other duties as assigned.

**Required Work Hours**

Works a minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours are required.

**Reporting and Supervisory Responsibilities**

1. The Director of Online Financial Aid reports to the Chief Executive Officer.

2. This position may supervise the following positions in Online 3.0:
   a. Assistant Director of Financial Aid
   b. Financial Aid Advisor
   c. Financial Planning Coordinator
   d. Loan Repayment Advisor
   e. Senior Financial Aid Coordinator

3. This position has dotted line authority to campus financial services representatives

**Physical Requirements**

The Director of Online Financial Aid Must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**

Periodic travel, including airline travel and overnight stays, may be required.

**Classification**

1. FLSA: Exempt
2. IPEDS: Management

*Note:* This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Director of Online Financial Aid.

__________________________________________  __________________________
Signature                                           Date

__________________________________________
Print Name