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 STUDENT ACCOUNTS (ONLINE 3.0)
Position Description

Summary
The Director of Online Student Accounts provides guidance and assistance to the student accounts staff in maintaining timely student records, in completing reports timely and accurately, collecting students' receivables, in coordination with special projects in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Director of Online Student Accounts must satisfy the following minimum qualifications:
1. Bachelor’s degree required.
2. Minimum three years student accounts student accounts administrative experience and three years office staff supervision preferred.

Skills and Attributes
The Director of Online Student Accounts must possess the following skills and attributes: computer experience; supervisory skills; good communication skills; ability to pay close attention to detail.

Essential Functions
The Director of Online Student Accounts performs the following essential functions:
1. Supervises student accounts receivable and collections staff. Meets weekly with the appropriate staff. Provides guidance in accomplishing assigned tasks. Facilitates training where necessary.
2. Monitors report dates to ensure deadlines are met.
3. Oversees student accounts staff, including hiring, firing, training, and providing support as necessary.
4. Administers emergency loan fund programs. Works with University personnel to gather additional information if needed. Provides loans to those determined to have extreme need.
5. Reviews and processes loan requests for advances for campus students.
6. Monitors online student collection activities. Reviews collection reports. Provides collection progress statistics. Provides training and support as necessary.
7. Provides policy and procedures in all areas of responsibility.
8. Maintains positive relationship with financial aid office and all other departments at National American University and meeting the needs of the university and its students.
9. Serves as a resource person for National American University administrative personnel.
10. Prepares and monitors office budget including coordination of the purchases for the office.
11. Coordinates payment of federal funds including Pell, SEOG, Perkins, Direct Loan, FFEL Programs plus institutional scholarships.
12. Performs other duties as assigned.

Required Work Hours
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 is required.
Reporting and Supervisory Responsibilities
1. The Director of Online Student Accounts reports to the Chief Executive Officer.
2. This position may have supervisory responsibilities for various Online 3.0 positions including:
   a. Assistant Director of Student Accounts
   b. Collections Manager and collections representatives
   c. Student Account Auditors
   d. Student Accounts Operations Manager
   e. Student Account Training & Financial Services Manager
   f. Student Account Accountability Manager

Physical Requirements
The Director of Online Student Accounts 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 3.0 Student Accounts.

_________________________________________  __________________________
Signature                                      Date

_________________________________________
Print Name