

Wartburg Theological Seminary

Position Description

Date of revision: 05/02/2024

Title: Director for Financial Aid and Reporting

Classification: Exempt

Position Status: Regular Full Time

Benefits: Health insurance, retirement plan, vacation, sick and holiday pay

Supervisor: Vice President for Leadership Formation

Position Summary:

The Director for Financial Aid and Reporting will lead Wartburg Theological Seminary's financial aid program providing strategic planning, compliance oversight for regulations related to financial aid, compliance reporting, and financial aid packaging/processing for all seminary programs. The Director will act as campus security authority. This is a regular full-time exempt position that reports to the Vice President for Leadership Formation as a Director in the Department for Vocation & Formation.

Major Responsibilities/Activities:

1. Provide strategic planning for financial aid.
 - a. Develop and execute a comprehensive, creative, and strategic plan for financial aid grants and merit-based scholarships with the admissions team and the Vice President for Leadership Formation.
 - b. Plan, advocate for, and manage the financial aid budget including institutional grants, federal aid, and financial aid/student services annual budget.
 - c. Engage in research and evaluation and provide to the Vice President for Leadership Formation regular data and reports related to financial aid.
 - d. Provide compliance oversight and maintain financial aid policies and procedures that are clear and meet federal regulations, accreditation standards, and institutional mission.
 - e. Lead and direct the annual Federal Student Aid Audit.
 - f. Foster regular communication, working to create and maintain mutually beneficial reporting and timelines, with the business office and registrar regarding financial aid regulations and management, especially in the annual federal student aid audit.
 - g. Administer the annual Clery Report and communication related to Clery.

- h. Maintain posting of information related to Federal Regulations concerning but not limited to: consumer information, Constitution Day, voting opportunities, etc.
 - i. Maintain knowledge of federal regulations related to federal and institutional financial aid through national and state financial aid organizations and resources.
 - j. Plan to attend a professional financial aid and/or Jenzabar conference annually.
 - k. Convene meetings and document decisions made by the scholarship committee to ensure scholarship policies align with the values of the institution.
2. Provide financial aid packages for eligible students. This includes providing financial aid education and resources, information, counsel, allocation, packaging, professional judgment and assigning of grants, scholarships/outside gifts, and student loans according to WTS policies and federal regulations.
 - a. Provide counsel to students regarding financial aid opportunities, considerations, and financial wellness education.
 - b. Provide financial aid information to prospective students during campus visits, admissions events, and/or via email/phone.
 - c. Monitor and update financial aid information on the WTS website and other communication materials.
 - d. Provide scholarship support and strategy in relationship with Cross Cultural Travel Subsidies.
 - e. Communicate scholarship opportunities to students throughout the year.
3. Act as campus security authority and coordinate required safety drills and training with campus-wide trainings.
4. Nurture external partnerships necessary to these aspects of the seminary's mission including but not limited to the ELCA, seminary partners, scholarship foundations, etc.
5. Participate in meetings, task forces, and committee work as directed by supervisor.

Supervisory Responsibilities:

- Position is not responsible for supervision of other employees.

Qualifications:

Education, Experience and Skills:

- Experience in higher education and financial aid desired.
- Baccalaureate degree required.
- Demonstrated capacity for high self-motivation and personal initiative.
- Demonstrated ability to manage a variety of projects simultaneously with superior attention to detail.
- Ability to exercise high level independent judgment having significant effect on the seminary.
- Extensive experience with or capacity to learn computer skills including database management, Microsoft suite, and related software.
- Commitment to collaborative workstyle and partnership across various departments.

- Ability to establish and build strong relationships with clear boundaries and maintaining confidentiality.
- Strong written and oral communication skills.

Work Environment:

- This position is based in Dubuque, IA.
- This position is in nearly constant interaction with students, other staff, and faculty in person and in writing. This position operates in a professional office environment in both departments. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, see and move around. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

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Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.