

THE UNIVERSITY OF KANSAS

Position: Assistant Director
(Position # 00000881)

Department: Office of Student
Financial Aid

Priority Review

Date: June 3, 2009

Start Date: July 15, 2009

Salary: mid-\$30,000 range

Position Description:

This position assists the Director and Associate Directors with various segments of the financial aid programs administered by the Office of Student Financial Aid (OSFA).

The OSFA reports to the Office of the Vice Provost for Student Success. Student Success is the comprehensive student services organization at KU and is comprised of 20 departments.

Responsibilities:

1. Counsels prospective and current students and families concerning school related financial aid issues including the application and awarding process, budgeting, and the securing of resources to meet expenses. Involves knowledge of the need analysis formula(s) and the process of awarding and revising financial aid.
2. Oversees staff at resource desk and phones to ensure dissemination of accurate financial aid information and consistent quality of service by financial aid advisors.
3. Responsible for ensuring OSFA compliance with FERPA, Gramm-Leach-Bliley and other issues related to Information Security. Develops and presents annual Information Security training to OSFA staff in consultation with the Associate Director for Information Security.
4. Coordinates the process of updating, approving, and implementing policies and procedures. Designs templates, determines if new policies and procedures are required, and chairs the Policies and Procedures Team.

5. Coordinates the OSFA assessment projects. Determines areas to be assessed, tools to be utilized, and makes appropriate recommendations based on results.
6. Coordinates the federal TEACH Grant program, working closely with students to determine eligibility and responsible for processing awards.
7. Reviews and shares interpretations of federal regulations and legislation related to all sources of financial aid.
8. Participates as a member of the Administrative Team to determine the needs of the OSFA.
9. Researches opportunities to request grant funding and coordinates the process of applying for grants.
10. Coordinates financial aid awards for students enrolled in Continuing Education courses. Responsible for ensuring policies and procedures are in compliance with federal regulations.
11. Coordinates the All F's and Last Date of Attendance processes and works closely with students who receive All F's.
12. Conducts presentations and workshops on financial aid related information at both on-campus and off-campus programs, high school visitations, joint Admissions/Financial Aid programs, and summer orientation programs. Requires availability during some evenings and weekends for these public education events.
13. Assumes additional responsibilities as assigned by the Director and/or Associate Directors based upon departmental needs.

Required Qualifications:

1. Masters Degree conferred by the date of appointment.
2. One year higher education experience in compliance, assessment, information security and/or implementing policies and procedures.

Preferred Qualifications:

1. Masters degree in Higher Education, Law, Business, Political Science, Psychology, or related areas involving intensive research and writing.

2. Experience researching funding opportunities and writing grant proposals.
3. Experience reviewing and interpreting regulations.
4. Minimum two years experience in the administration of student aid programs.
5. Demonstrated interpersonal skills for working with diverse students, faculty and staff.
6. Experience developing and implementing policies and procedures.
7. Experience conducting assessments.
8. Experience conducting group presentations.

Application Procedures:

Instructions for Applying for a position at the University of Kansas:

1. Apply online at <https://jobs.ku.edu>.
2. Click on "Search Postings" link in the upper left hand corner of the screen.
3. Search postings by inserting the position # indicated in the description.
4. To apply for a job, click the "Create Application" link in the upper left hand corner of the screen and follow the directions.

A complete application requires 1) an on-line application (see above), 2) a letter of application addressing required and preferred qualifications, 3) a resume and 4) the names, addresses, phone numbers and e-mail addresses for 3 references. First consideration will be given to applications received by the priority review date of 06/03/09.

Contact:

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