DIRECTOR OF FINANCIAL AID

Financial Aid

Position Summary

The mission of Occidental College is to provide a gifted and diverse group of students with a total educational experience of the highest quality -- one that prepares them for leadership in an increasingly complex, interdependent and pluralistic world.

The distinctive interdisciplinary and multicultural focus of the College's academic program seeks to foster both the fulfillment of individual aspirations and a deeply rooted commitment to the public good.

Occidental College, a highly selective, private, liberal arts college located in Los Angeles, California, seeks applications for an energetic, forward thinking and principled professional to fill the role of Director of Financial Aid. Reporting to the Associate Vice President of Enrollment, the Director will serve as the key leader in the development and implementation of financial aid strategies that meet the full-demonstrated financial need of the students it serves. The Director will supervise financial aid personnel and collaborate with other staff in setting the course for awarding institutional, state, and federal funds designed to meet the institutions new and returning/continuing student enrollment goals.

This proactive, results-oriented individual will play a vital role in collaborating with other college administrators, faculty, staff, coaches, and students in carrying out the financial aid strategy of the college. Finally, the successful candidate shall appreciate diversity and thrive on a campus where healthy debate is expected, encouraged and welcomed.

Essential Functions

Essential duties and responsibilities of the Director of Financial Aid shall include the following:

- Direct all financial aid functions with the purpose of enrolling and maintaining “a gifted and diverse group of students with a total educational experience of the highest quality”
- Engage as a core member of the enrollment management team consisting of individuals within the admission and budget and finance staff and from other areas of campus
- Coordinate the College’s financial aid plan, ensuring compliance with federal, state and institutional regulations, policies and procedures
- Manage the student financial aid budget of federal, state and institutional funds
- Employ current trends in financial aid and literacy into the recruitment and retention framework
- Afford clear direction to and expectations of staff in linking strategies to tactics and goals
- Mine and use data to assess financial aid procedures and policies

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- Demonstrate fluency in technology (e.g. Banner, PowerFAIDS, IDOC) and the effective collection and analysis of financial aid data
- Assess and manage the allocation of financial aid resources
- Participate in financial aid related travel, represent the College at selected recruitment and financial aid events; including committees at the local, state and national level
- Perform other duties as assigned or requested

**Qualifications and Desired Characteristics**

- Candidates should possess at least six years of progressively responsible experience in college financial aid.
- A bachelor’s degree is required; an advanced degree is preferred.
- Applicants must possess strong oral, written, and interpersonal skills.
- Proven supervisory effectiveness is expected; candidates must exhibit strong management and leadership skills and the ability to consistently lead a cohesive financial aid team with diverse backgrounds, experience and personalities.
- Must demonstrate a dedication to a residential liberal arts education, an appreciation for diversity and community, and the ability to effectively articulate the importance and value of both.
- They must be skilled in the use of data and technology and demonstrate the ability to apply that knowledge within the context of a selective liberal arts environment.
- A keen intellect, contagious energy coupled with discipline, planning and organizational skills, and a collaborative spirit and personal warmth.

**Application Instructions**

To apply, please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhausted list of all responsibilities, duties and skills required of personnel so classified.*

*As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.*

*We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.*

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