Assistant Director of Financial Aid
Financial Aid

POSITION SUMMARY

Under the direct supervision to the Director of Financial Aid, the Assistant Director of Financial Aid assists in the planning, implementation, and maintenance of the college’s Federal Direct Loan Program and alternative loan programs. The Assistant Director must have thorough knowledge of institutional, federal and state financial aid programs, including regulations, law and policy enabling them to provide financial aid information to students, parents and the community and to participate in the daily operations of the financial aid office.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Maintains and coordinates the automated loan systems.
- Maintains knowledge of supporting systems such as the National Student Loan Data System (NSLDS) and PowerFAIDS and is proficient with Microsoft Word and Excel.
- Works with the Student Business Office to ensure compliance with cash management policies including: timely delivery of student loan funds, return of loan funds, eligibility changes and reconciliation.
- Extracts information from the financial aid database to complete essential reports.
- Coordinates loan certification, origination and disbursement.
- Responsible for compliance procedures for the Direct Loan program including entrance and exit counseling.
- Coordinates student enrollment status with the Registrar Office.
- Supervises work-study students.
- Counsels entering and continuing students regarding loan eligibility and repayment.
- Counsels parents on financing options (including PLUS and alternative loan programs).
- Maintains and coordinates all communication materials for the Financial Aid Office.
- Manage Financial Aid Office website.
- Coordinates other programs as assigned by the director.
- Serves as a member of the Admission and Financial Aid team which could include travel and presentations to prospective students and their families.
- Evaluates applications using established needs analysis procedures.
- Keeps abreast of changes in financial aid programs to ensure compliance with federal and state regulations.
- Assists the director with professional development and training activities.
- Represents the College to students, parents and Oxy community at outreach activities as well as public and private organizations.
- Attends training workshops and conferences as needed.
- Performs other duties as assigned or requested.
QUALIFICATIONS

- Bachelor’s degree, plus equivalent of two years’ experience in a financial aid office
- Minimum of one year of direct technical experience.
- Strong verbal, written, and interpersonal skills.
- Strong basic mathematical and analytical skills.
- Ability to document work clearly and make independent decisions.
- Schedule work to meet deadlines and work accurately and quickly with attention to detail.
- Knowledge of needs analysis and federal, state and private loan programs.
- Experience with information technology.
- Professional judgment policies, and debt management.
- A demonstrated commitment to the principles of diversity and multiculturalism.
- Familiarity with COD, NSLDS, EdConnect and PowerFAIDS is desirable.

APPLICATION INSTRUCTIONS

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

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

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.