Under the direct supervision to the Director of Financial Aid, the Assistant Director of Financial Aid assists in the planning, implementation, and maintenance of 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 Accounts 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, guarantee and delivery.
- Responsible for compliance procedures for 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 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 and a 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 multi-culturalism.
- Familiarity with COD, NSLDS and PowerFAIDS desirable.

APPLICATION INSTRUCTIONS

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

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.