



Marshall B.
KETCHUM UNIVERSITY

Director of Financial Aid

JOB SUMMARY

Are you looking to join an institution that has been growing and offers work-life balance? In the beginning of 2020, we will looking for our next Director of Financial Aid. He/she will report to the Vice President for Student Affairs. The Director for Financial Aid is part of a collaborative team within the Student Affairs Department and is responsible for the management of the Financial Aid programs awarded to Marshall B. Ketchum University (MBKU) students. The Director provides leadership in the development and implementation of all financial aid policies, programs, and services, including the coordination of awards and disbursements. The Director identifies and implements needed revisions to program processes and procedures to ensure compliance with federal regulations and University policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain updated regulatory knowledge to ensure best practices and compliance with federal procedures and reporting requirements.
- Manage office personnel functions including the assignment of responsibilities and professional development.
- Develop and implement office policies and procedures including an office budget.
- Coordinate financial aid activities with other offices and departments including Student Accounts, Admissions, University Registrar, and IT to ensure quality services to MBKU students.
- Develop a communication and outreach strategy to ensure that students are informed about financial aid requirements, policies, and procedures including the cost of education for MBKU's programs and the funding options available.
- Maintain current knowledge of the MBKU systems that interface with student data to ensure adherence to FERPA compliance.
- Coordinate the administration of the MBKU systems with the Financial Aid Systems Specialist.
- Coordinate the administration of a Health and Human Services grant with Student Accounts and the Finance office.
- Administer the awarding of Institutional loans and scholarships.
- Serve the Institution through thoughtful leadership and contributions that support the success of MBKU students.

- Attend conferences and other training events to keep informed of changes in the financial aid programs and trends.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong working knowledge of federal, state, and college financial aid related laws, regulations, and policies.
- Working knowledge of general processes involved in the functioning of a private, non-profit college financial aid office.
- Ability to manage budgets along with implementation of auditing/internal controls.
- Computer literacy including a knowledge of related financial aid systems.
- Demonstrated ability to supervise individuals in a manner that allows them to maximize their individual potential.
- Strong written, oral and interpersonal communication skills.
- Excellent customer service skills, with the ability to handle difficult situations and individuals effectively using tact, diplomacy, and engagement.
- Ability to prioritize tasks, organize time and work with frequent interruption.
- Ability to form and maintain effective working relationships with faculty, staff, administration, and students

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is as follows:

Required

- Bachelor's degree (B.A. or B.S.) from an accredited four-year college or university.
- Minimum of five years of relevant experience.

Desired

Master's Degree preferred

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award the first Doctor of Pharmacy (PharmD) degree in Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume and salary requirements to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.