JOB DESCRIPTION

POSITION TITLE Associate Director of Financial Aid

REPORTS TO: Director of Financial Aid

PRIMARY FUNCTION: Serve as financial aid counselor for prospective students at St. Olaf and as liaison between the Financial Aid Office and the Admissions Office to promote a fully integrated Enrollment Division and the effective recruitment of prospective students to St. Olaf College. Assist the Director in managing the operation of the financial aid office with an emphasis on taking full advantage of available technology and providing exemplary service to St. Olaf students and families.

AREAS OF RESPONSIBILITY:

1. Work with visiting students and families in regards to admissions and financial aid concerns and information. Counsel students and families about the financial aid process, financing a St. Olaf education, understanding financial aid awards, and debt management issues. Assist incoming families with the billing process and finalize financial aid awards for all deposited new students.

2. Calculate need-based awards for all accepted students and coordinate the academic scholarship program and the National Merit Scholarship program. This includes the application and awarding process, as well associated events and the integration of the awards into the financial aid system.

3. Serve as a liaison to coordinate data sharing and integrating functions between the Admissions and Financial Aid Office. Assist the Director of Financial Aid in managing the work of the office, which may include, but is not limited to: managing financial aid strategies and processes, research projects, and budget projections as they relate to recruiting new students to St. Olaf.

4. Oversee the utilization of the Net Price Calculator tool; responding to inquiries, tracking data, analyzing reports, etc. Provide training and supervision of the Financial Aid Counselor to ensure timely and accurate responses to NPC inquiries.

5. Work with the communications team in Admissions to assure that Financial Aid Office communication flows for prospective students integrate well in the enrollment process. Update and maintain prospective student financial aid communication pieces.

6. Assist the Financial Aid Office webmaster in the updating and review of financial aid web page content particularly the content areas pertaining to prospective student financial aid and scholarship information.

7. Support the College's role in promoting access and involvement through participation in admission information sessions and high school financial aid nights.

8. Serve on the Financial Aid Appeals Committee and the financial literacy workgroup.

SUPERVISORY RESPONSIBILITIES:		Direct supervision of the Financial Aid Assistant and the Financial Aid Counselor positions. Indirectly supervise/assign duties to student employees.
CONTACTS:		Student, staff, faculty, parents, general public.
EDUCATION:	**Essential:**	Bachelor's degree.
	Desirable:	Same.
EXPERIENCE:	**Essential:**	Minimum of three to five years' experience as an admissions and/or financial aid counselor, and three years' extensive use of Microsoft Excel and Access. Experience with PowerFAIDS a plus.
	Desirable:	At least two years of experience in a private residential liberal arts college setting.

KNOWLEDGE, SKILLS, ABILITIES:

Excellent interpersonal, oral and written communication skills and the ability to provide exemplary service to families applying to St. Olaf College. Knowledge of admissions and financial aid/billing policies and processes. Knowledge of regulations and legislation governing federal and state financial aid programs. Fluency with Microsoft Access and Excel required. The ability to think creatively and analytically to best utilize existing software to continuously improve service and information provided to our students and families. Must be able to work independently and as a

member of a team. Strong knowledge of need analysis, including both federal and institutional methodology.

PHYSICAL DEMANDS:	N/A
WORKING ENVIRONMENT:	Fast paced office environment.
WORK SCHEDULE:	FTE: 1.0 Term: Year round Shift: Campus office hours, 8:00 A.M. - 5:00 P.M., Monday-Friday. Occasional evening and weekend hours for special events.
APPROVAL:	Sandy Sundstrom
DATE:	January 2012