

Director of Financial Aid

Point University is an accredited, private institution that educates our students within a Christian world-view that prepares graduates to compete for the careers of their choice and to attain their professional and life goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Financial Aid Director oversees the Financial Aid Department and ensures students are properly funded, packaged, and prepared to start each semester.

Responsibilities and Primary Activities:

- Provide leadership and direction to staff to include interviewing, hiring, and training employees (in coordination with Director of FA Quality & Compliance); planning, assigning, and directing work; setting performance standards and appraising performance; oversight for all student funding
- Provide excellent customer service and answers to student inquiries
- Work with students to obtain the documentation necessary to process their aid if they are selected for verification
- Responds to students' concerns related to financial aid awards and eligibility, making professional judgments as needed
- Review weekly reports to ensure all students' financial aid has been processed
- Work with 3rd party processor to ensure all student packaging is completed timely and accurately
- Submit, monitor, and track student financial aid packages
- Preparing graduating and exiting students
- Work with school's financial aid management system, Colleague, to review student accounts, provide information when needed, and ensure system is appropriately set up for accurate packaging
- Develops financial aid services, policies in compliance with US Department of Education and the State of Georgia
- Reviews and updates student budgets, COA, SAI and related financial aid matters
- Works with DCE team to complete state funding invoicing processes
- Ensures accurate reporting to Georgia Futures to ensure accurate packaging of state aid
- Represents the College in the community and state on matters pertaining to financial aid awareness and administration
- Accurately certifies VA students and packages VA awards
- Reviews the satisfactory academic progress of students. Verifies academic eligibility for student aid
- Assists with financial aid portion of federal work study program
- Ensures Federal SEOG is utilized in full each year to assist the students with the highest financial need
- Follows all policies regarding institutional financial assistance, ensuring accurate awarding of scholarships and waivers
- Maintains Family Educational Rights and Privacy Act (FERPA) guidelines with the processing of students' and families financial aid information



- Completes state and federal reporting which pertain to financial aid such as IPEDS, FISAP, SSCR, and HEI reports
- Participates in student outreach for events including Starting Point events for incoming students
- Distributes and reconciles Pell Grant, SEOG, state grants and scholarship funds
- Presents financial aid and financial literacy information at various outreach activities on and off campus
- All other duties as assigned.

Requirement Qualifications:

- Bachelor's degree from accredited institution
- Excellent customer service and communication skills
- Five years of financial aid experience
- Knowledge of Federal and State funding programs
- Knowledge of title IV regulations

Preferred Qualifications:

- Master's degree
- Knowledge of Colleague software
- VA Certifying Official
- Banking or Finance work experience and/or Finance degree preferred