Wartburg Theological Seminary

Position Description

Title: Director for Financial Aid and Reporting

Classification: Exempt

Position Status: Full Time

Benefits: Health insurance, 403b, and vacation, sick and holiday pay

Supervisor: Vice President for Leadership Formation

Position Summary:

The Director for Financial Aid and Reporting will lead Wartburg Theological Seminary's financial aid program providing strategic planning and execution of Wartburg's financial aid processes, compliance oversight and reporting related to federal regulations. The position serves as PDSO for international students and acts as Wartburg's campus safety authority. This position works in regular collaboration with the Business Office, Department of Vocation and Formation, and Registrar, along with the Vice President for Finance, Operations, and Human Resources. This is a regular full-time exempt position that reports to the Vice President for Leadership Formation as a Director in the Department for Vocation & Formation.

Major Responsibilities/Activities:

1. Execute operational functions for financial aid at Wartburg Theological Seminary.

    a. Develop financial aid award packages in partnership with Admissions and the Vice President for Finance, Operations, and Human Resources.
    b. Engage in research and evaluation of financial aid and provide to the Vice President for Leadership Formation regular data and reports related to financial aid.
    c. Provide compliance oversight and maintain financial aid policies and procedures that meet federal regulations, accreditation standards, and institutional mission. Maintain knowledge of federal regulations related to federal and institutional financial aid through national and state financial aid organizations and resources.
    d. Manage, prepare, and communicate website updates, including
        - Accreditation and Consumer Information, annually and with any process/policy change
        - Cost of attendance charts
        - Financial aid

2. Provide student support in all areas related to Financial Aid at Wartburg, including communication and execution of policies.

a. Award Financial Aid and execute ongoing FA processes, including the collection and processing of the Financial Aid Information Form.
b. Provide counsel to students regarding financial aid opportunities, considerations, and financial wellness education.
c. Provide financial aid information to prospective students during campus visits, admissions events, and/or via email/phone.
d. Communicate scholarship opportunities to students throughout the year.
e. Execute NSLDS functions, including loan processing.

3. Nurture external partnerships necessary to these aspects of the seminary's mission including but not limited to the ELCA, seminary partners, scholarship foundations, state of Iowa, SEVIS, local police department, synods, congregations, etc, in collaboration with necessary partners.

a. Serve as primary point of communication for Fund for Leaders and other ELCA scholarships. Provide student reports and registration verifications. Receive disbursement list, awards, and communicate/execute policies accordingly.
b. Communicate with synods and congregations to support gift giving to Wartburg students.

4. Track, prepare, and submit reporting on behalf of Wartburg Theological Seminary and stay in compliance with new requirements.

a. Administer the annual Clery Report and send out communication related to Clery.
b. Complete the annual Federal Student Aid Audit, in partnership with the Vice President for Finance, Operations, and Human Resources.
c. Follow Federal Student Aid guidelines.
d. Conduct NSLDS reporting.
e. Maintain all reporting and compliance related to Title IV.

5. Serve as Principal Designated School Official (PDSO) for SEVIS, overseeing international student compliance, collaborating with the DSO, and supporting F-1 students through visa processes, enrollment requirements, federal regulations, and health insurance procurement.

6. Manage licenses and authorizations related to Wartburg programs, enrollment, safety, and financial aid, including SARA, National Association of Student Financial Aid Administrators (NASFAA), International Educators (NAFSA), Vector (student trainings), and OneCall (emergency response system).

7. Act as campus security authority and coordinate required safety drills and campus-wide trainings, in coordination with the Director of Facilities Management.

a. Serve as Content Administrator for OneCall, including management of education and drills.
b. Manage Vector trainings.

8. Participate in meetings, task forces, and committee work as directed by supervisor.

Supervisory Responsibilities:

- Position is not responsible for supervision of other employees.

Qualifications:

Education, Experience and Skills:

- Experience in higher education and financial aid desired.
- Bachelor's degree required.
- Demonstrated capacity for high self-motivation and personal initiative.
- Demonstrated ability to manage a variety of projects simultaneously with superior attention to detail.
- Ability to exercise high level independent judgment having significant effect on the seminary.
- Extensive experience with or capacity to learn computer skills including database management, Microsoft suite, and related software.
- Commitment to collaborative workstyle and partnership across various departments.
- Ability to establish and build strong relationships with clear boundaries and maintaining confidentiality.
- Strong written and oral communication skills.

Work Environment:

This position is based in Dubuque, IA.

This position is in nearly constant interaction with students, other staff, and faculty in person and in writing. This position operates in a professional office environment in both departments. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, see and move around. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

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Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.