

About Manor College

Manor College takes the time to thoroughly offer personalized, one-on-one counseling to make sure our students who qualify for financial aid and countless scholarships and grants receive the assistance they deserve.

Every student's financial needs, on an individual basis, are resolutely matched to provide the student with the most aid opportunities. The college awards scholarships each year that cover full and partial tuition, especially first generations.

Position Summary

Manor College invites highly qualified candidates to apply for the full-time position of Assistant Director of Financial Aid in the Financial Aid Office. The Assistant Director of Financial Aid's primary responsibilities include ensuring compliance with Title IV regulations, PHEAA state funding requirements, institutional policies, and applicable reporting standards. The successful candidate will demonstrate expertise in student financial aid packages, a strong understanding of federal and state regulations, and a passion for supporting system implementations, enhancements, and process improvements.

The primary responsibility of this position is to assist in the planning, development, and implementation of programs and initiatives designed to expand and enhance students' opportunities to attend and succeed in college. The Assistant Director of Financial Aid ensures adherence to all federal, state, and College policies, procedures, and regulations while maintaining accurate financial records and reports. The Assistant Director of Financial Aid must exercise sound judgment and handle confidential student and financial information with the highest degree of professionalism, integrity, and discretion at all times.

Job Types: Full-Time, Exempt, 12 Month Position

Report To: Director of Financial Aid

Key Responsibilities & Essential Functions:

- Responsible for best practices with Title IV record keeping, record keeping includes weekly reconciliation of Federal Stafford Loans, Pell Grant, SEOG Grant, Direct Parent Plus Loans and any other Title IV regulated funding. Reports generated to the Business Office for weekly drawn downs from the Federal G5 system to ensure records match.
- Ensures compliance with state programs through the Pennsylvania Higher Education Assistance Agency (PHEAA) which includes annual reconciliation, processing of rosters, reporting student status such as credit load, distance education, academic progress and changes to current academic status.

- Responsible for scholarship review and ensuring a student meets qualifications and goals of an awarded scholarship in order to maintain for future semesters which include GPA and completion of attempted credits.
- Reviews satisfactory academic progress (SAP) for all students to ensure they are meeting required standards, also will comply and meet with Academic Affairs to discuss students in jeopardy of having their financial aid suspended due to academic issues.
- Assists the Financial Aid Counselor(s) as well as the Director of Financial Aid with any projects necessary in periods of increased workloads.
- Assists students and family with completing documents when there is an overflow in the office to expedite student wait times.
- Provides students with available financial assistance under the supervision of the Director.
- Enters and tracks all documents in the Elements pertaining to your students.
- Researches and compiles information for special conditions/income reductions for student files.
- Performs federal and college verification of aid applications for financial assistance.
- Verifies and confirms student awards for Satisfactory Academic Progress after each semester.
- Coordinates all aspects of the Federal and State Work-Study program.
- Assists Director of Financial Aid with various reports as assigned.
- Attends and participate in Admissions Open Houses and other on and off campus events.
- Certifies aid funds on Elements.
- Originates and disburses all Federal Direct Loans and private alternative loans to student accounts.
- Assists with Entrance and Exit loan Counseling.
- Communicates on a regular basis with Admissions, Bursar, Registrar and Finance Office concerning financial aid matters.
- Promotes and upholds Manor's Catholic Basilian Mission.
- Other duties as assigned by the Director of Financial Aid and the President of Manor College.

Criteria & Qualifications:

- Bachelor's degree required.
- 3-5 Years of counseling experience.
- Strong knowledge of Federal Stafford Loans, Pell Grant, SEOG Grant, Direct Parent Plus Loans and any other Title IV regulated funding.
- Experience working with Financial Aid systems/software.
- Excellent attention to detail and organizational skills, and professional office and telephone etiquette.
- Analyze various system generated reports and act as needed to ensure timely awarding and disbursement of student financial aid.
- Ability to work independently and as a part of a team

- Willingness and ability to learn new tasks easily and ask questions.
- Team player that shares our commitment to enhance the student experience and give exemplary customer service.
- Innovative and proactive in developing programs and outreaches to students/families.
- Proficient in the use of all Microsoft Office (Word, Excel, PowerPoint).
- Ability to perform multiple tasks while prioritizing the daily tasks.

How to Apply:

Qualified individuals should email their resume including a cover letter with salary requirements to the attention of Human Resources at **jobs@manor.edu**, and the subject line should read Assistant Director of Financial Aid.

Confidential screening of applications will continue until the position is filled.

Additional Information:

Background checks will be completed as required by law and Manor College's policies and procedures.

Equal Opportunity Statement:

Manor College is committed to the principle of equal educational and employment opportunities for all people and embrace diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.