



OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE: Director of Financial Aid

PERSONNEL STATUS: PIN/Exempt

DEPARTMENT: Financial Aid

OPEN DATE: February 24, 2015

CLOSING DATE: Open Until Filled

Responsibilities: Serves as the Chief Financial Aid Administrator for the University; oversees a budget of over \$18 million of financial aid and scholarships; manages a staff of professional and clerical staff; ensures the University maintains compliance with all federal, state, and institutional regulations; manages needs analysis and packaging of awards, coordinates a comprehensive financial aid counseling program; oversees the financial aid electronic internal and external network; reviews and updates office policies and procedures; oversees the institution's college work study programs, loan programs and default management efforts; develops and implements a comprehensive work-study/seminar program; prepares and submits all federal, state, and institutional reports.

Qualifications: Bachelor's degree required, Master's degree preferred. Minimum five (5) years extensive work experience of progressive responsibilities in a financial aid program required. Minimum three (3) years of supervisory experience of a minimum of 3 people in financial aid. Experience with integrated systems (preferably SIS PLUS), Electronic Data Exchange (EDE) and Direct Lending is preferred. Strong oral and written communication skills; ability to interact and establish rapport with a diverse populations; ability to work long hours in a high stress environment.

SALARY: Commensurate with Experience

Range: IV

APPLICATION: Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715
JOBS@bowiestate.edu**

Bowie State University is an Equal Opportunity/Affirmative Action Employer

Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.