

Charlotte Christian College & Theological Seminary

Financial Aid Officer

Position Title:	Financial Aid Officer	Last Updated:	2023-02-10
Department Name:	Financial Aid Office	Approved by:	President
Reports to:	President	Part or Full Time:	Full Time
Classification:	Staff	FLSA Status:	Exempt

Employment: The Financial Aid Officer is the Institution's official charged with the accurate and efficient maintenance of all student financial aid and records thereof. The Financial Aid Officer must be an individual of integrity who is respected by his or her peers, who adheres to the institution's "Code of Conduct" and "Doctrinal Statement", and who holds a deep personal relationship with Jesus Christ. This individual must be in accord with the goals and objectives of NLTS and be an able professional, motivated by a spirit of servant leadership who commands the respect of colleagues, benefactors, and students. The President hires and supervises the Financial Aid Officer.

Responsibilities: Coordinates the day-to-day operations of the Financial Aid Office; oversees all federal, state, and local financial aid programs and generously provides financial aid information to students; provides support services to the Registrar and Director of Admissions to help with administering a broad program of financial aid.

- A. Manages and implements all institution's financial aid policies, office procedures, and funding programs to insure legal compliance between the institution and the Department of Education, as it relates to Financial Aid.
- B. Is responsible for annually updating and disseminating the *Financial Aid Handbook*.
- C. Supervises assigned personnel; plans, organizes, and supervises the complicated operations of the Financial Aid Office.
- D. Provides financial counsel to students, prospective students, parents, and staff on financial aid programs, procedures and eligibility requirements.
- E. Manages the Financial Aid section of the institution's website, offers input into the website design, insures the cost calculator remains current, and ensures that all legal requirements are fulfilled and sustained.
- F. Coordinates the School's Veteran's Affairs Aid program.
- G. Interprets and ensures compliance with federal, state, and local laws and regulations as they relate to financial aid and record keeping.
- H. Submits the operational budget for the Financial Aid Office.
- I. Administers all federal, state, institutional, and private programs.
- J. Packages and manages the awarding of financial aid funds.
- K. Certifies validity and accuracy of all tuition waivers.
- L. Communicates with all parties involved in the channeling of financial aid, including all contracted third parties, students, administration, etc.
- M. Assists in preparation of all required reports to all required agencies, or as directed by supervisors.
- N. Communicates and confers with the Chief Financial Officer concerning proper disbursement of all financial aid funds.
- O. Aids current and prospective students and their families with aid availability, application processes, debt management, and financial literacy and works to help keep an acceptable default rate.
- P. Stays abreast of and thoroughly knowledgeable of Federal, State, and manages disbursement of institutional scholarship programs.
- Q. Processes federal, state, private, and institutional student and parent loans.
- R. Conducts loan entrance and exit counseling.
- S. Reviews and approves new and continuing student's eligibility for federal and institutional aid funds.
- T. Receives and examines student applications for completeness and accuracy.
- U. Serves on all required standing committees, ad hoc committees as directed, and reports to the Board as directed.
- V. Assists in the preparation and distribution of consumer information, including FAF and FSS forms.
- W. Attends training sessions to strengthen and develop skills relative to financial aid administration.
- X. Assists in accreditation and regulation matters as needed and required.

Educational/Experience Requirements: The FAO should be a degree holder or pursuer of a Bachelor Degree from an appropriately recognized and accredited institution of higher education. The FAO should have a minimum of one – three years experience in record keeping, administration, computer skills, and be willing to learn all required tasks.

Competency Requirements: The FAO must have a passion to advance Christian education and the institution, be an encourager and possess the necessary abilities to work with Alumni, donors, and the community at large to build and strengthen relationships with the institution, and must exhibit time management skills and possess the ability to meet institutional deadlines.

Spiritual Requirements: The FAO must have a personal relationship with Jesus Christ, a clear Christian testimony, and a visible passion for Jesus. The FAO must have compassion for people and be actively involved in an evangelical Christian Church. The FAO must fully embrace the doctrinal position, mission, purpose and values of NLTS and commit to a lifestyle in keeping with the institution's "Code of Conduct" and "Doctrinal Statement."

Physical/Mental Requirements: Must be mentally sharp and emotionally stable and free from physical, mental, or emotional ailments that would limit the ability to perform required duties and responsibilities. Must have the ability to sit or to stand for periods of at least two hours at a time. The FAO must possess the ability to work with culturally diverse groups in a high stress situation. The FAO must possess a “can do” attitude, good people skills, and the ability to follow procedures, directives, and meet deadlines. The FAO must be a self-starter, self-motivated, and possess a strong work ethic.