



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Assistant Director of Financial Aid

Classification: Exempt

Reports To: Director of Financial Aid

Job Summary/Objective: The Admission Department at Sweet Briar College has an Assistant Director of Financial Aid position available on its team. Reporting to the Director of Financial Aid, this position shares responsibility with the director for need analysis, award packaging and counseling, and is responsible for the day-to-day administration of federal grant and loan programs, the College's loan program, the Virginia Tuition Grant program, and tracking of outside scholarships. The Assistant Director is responsible for the overall management and administration of all student financial aid and the operation of the Financial Aid Office in the absence of the Director. This individual supervises the student worker(s). The successful candidate will have a deep understanding of need-aware admissions and financial aid packaging and the administrative procedures of various federal aid programs

Position Type/Expected Work Hours: Full time, benefits eligible. Regular hours for this position are 8:30am – 5pm Monday-Friday. Flexible hours and occasional weekend/evening work.

Supervisory Responsibilities: None

Essential Responsibilities:

- Performing need analysis and award packaging of prospective and enrolled students
- Submitting corrections and requesting payments for Federal Pell Grants;
- Processing applications, promissory notes, and disbursements of federal and institutional loan programs
- Processing applications and reports associated with the Virginia Tuition Assistance Grant program and other state grant programs, and tracking private scholarships funded by sources outside the College
- Collaborating with the Director to counsel prospective students and their families about the College's financial aid programs
- Counseling enrolled students and their families about the College's financial aid programs

Required Qualifications:

- Bachelor's degree
- Excellent customer service skills, focusing on students, prospective students and parents as customers
- Top-notch demonstrated organizational skills
- Ability to deal effectively with a diverse student body
- Adeptness at analyzing and solving problems
- Effective communicator, in written communications (letters and emails), individual in-person conversations and in large-group public speaking situations
- Unquestionable ethics
- Ability to work independently and meet deadlines
- Minimum required experience: 3 years of experience in related work

Preferred Qualifications:

- Proficiency in using a large database to enter, find and extract data
- Experience with Ellucian (Banner) and Argos preferred.
- Mastery of federal EDConnect, EDE Express software a plus.

Work Environment: Must be able to work in a traditional office setting (desk, computer, etc.)

Physical Demands: Ability to be mobile in a multi-story building and attend meetings throughout campus. Extended periods of sitting, standing, and working at the computer.

Travel: Ability to travel to workshops and conferences on behalf of the College

Deadline for Submission: April 27, 2017

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a Sweet Briar College employment application, cover letter, résumé and three professional references to assistantdirectorfinancial@sb.edu.