



## **Wingate University Open Position**

**Position Title: Assistant Director of Financial Aid**

**Position Location: Wingate Main Campus**

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website: <https://www.wingate.edu/>

### **Position Summary:**

This position is responsible for assisting the Assistant Vice-President of Financial Aid (AVP) in administering various federal and institutional financial aid programs and processes. The Assistant Director of Financial Aid is responsible for conducting needs analysis/verification, counseling, coordination of Federal Work-study program, award packaging for adult program students and processing FAFSA corrections.

### **Duties and Responsibilities**

- Responsible for interpreting and implementing federal and state regulations as they apply to financial aid programs, and implement institutional need-based financial aid policies.
- Remain current with federal and state regulatory changes and professional best practices to determine student eligibility for Federal Title IV aid.
- Counsel families in person, virtually, or via email or telephone regarding the financial aid application process, need analysis, appeal processing, and financing options/financial literacy.
- Perform verification process for selected students, to include review of required documents and processing corrections to FAFSA data.
- Coordinates the Special Circumstances and Dependency Override Appeal processes. Includes the collection, review and initial approval/denial of appeals.
- Completes financial aid award packages for students in the Adult Bachelor Degree program.
- Maintain a positive, customer service-oriented office atmosphere while providing administrative support and oversight of daily operations.
- Coordinate the hiring of new WU student workers.
- Responsible for post student employment data into ADP for payroll office.
- On-going training for faculty and staff supervisors on work-study program

- Reconciliation of Federal-Work-study program, entry of earnings into PFAIDS system.
- Works with local elementary schools to place students in America Reads/America Counts Community Service positions.
- Works with Associate Director in the reconciliation process for the North Carolina Need-Based Program.
- Determination of NCNBS returns to College Foundation due to awards adjustments

### **Qualifications and Experience**

- Bachelor's Degree is required.
- Experience working in Financial Aid and knowledge of federal and state financial regulation is strongly preferred.
- Must be able to read, understand, apply, and explain federal and institutional policies and regulations.
- Must possess excellent interpersonal skills, and demonstrate a commitment to developing connections with and providing superb customer service to the Wingate community.
- Must be able to manage multiple tasks and work in a fast-paced and deadline-oriented environment, while maintaining accuracy and attention to detail.
- Experience with Ellucian's PowerFacts and ADP is preferred.

To apply, submit the following to **Human Resources** at [careers@wingate.edu](mailto:careers@wingate.edu):

- 1) Letter of interest, including a statement on campus equity and inclusion
- 2) Resume or CV
- 3) Contact information for three professional references

*EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*