



Wingate University Open Position

Position Title: Associate Director/Systems Analyst, 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: The Associate Director of Financial Aid assists the Vice-President of Student Financial Planning in all aspects of the day-to-day operations of the Financial Planning Office, which includes providing excellent customer service to students/families, administration of financial aid, verification, disbursing of funds, and reconciliation. This position requires an individual with strong communication, interpersonal, and computer skills, as well as excellent time-management skills; a self-starter who can work both independently and as part of a team.

Duties and Responsibilities

- Charged with the administration, verification, and reconciliation of federal, state, and institutional financial aid in accordance with federal, state, and institutional policies
- Import and export all files from and to the Department of Education in the financial aid student information system, PowerFAIDS, and imports/exports of data in Salesforce and PowerCampus.
- Perform and process all R2T4 calculations for Graduate/Professional programs in accordance with federal regulations
- Assist the Vice-President of Student Financial Planning federal, state, and institutional reports
- Coordinates with NCAA Compliance to provide reporting and manages athletic scholarship process.
- Responsible for data governance for the Financial Planning Office.
- Collaborate with other departments to develop and deliver a consistent message to prospective and current students during the enrollment life cycle
- Perform specific program responsibilities and related duties as assigned
- Import data from state grants portal, Net Partner manager, import of enrollment census data, PFAIDS scheduler processes.
- Coordination with VA Certifying Office to provide College Financing Plan.

Qualifications and Experience

- Bachelor's degree required
- Working knowledge of COD, NSLDS, and EdConnect required
- Minimum of three years of progressively responsible experience in a financial aid office strongly preferred
- Experience working with PowerFAIDS preferred
- Proficiency in Microsoft Office, including Excel, Word, Access, and PowerPoint
- Excellent customer service skills
- Excellent interpersonal, analytical, and communication skills
- Ability to multi-task and exercise judgment in a demand-based service setting
- Ability to maintain confidentiality

To apply, submit the following to **Human Resources** at 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.