Assistant Director of Financial Aid Systems

The Assistant Director of Financial Aid Systems has the primary responsibility for managing the electronic financial aid systems used in the financial aid office. This position reports directly to the Director of Financial Aid and supervises a Federal Loan and Grant Analyst.

Some of the job duties will include but are not limited to; providing electronic support of and training to the financial aid office, managing and processing the import and export of data, assisting in the development and maintenance of policies and procedures to provide quality control and compliance using all available technology, providing electronic file maintenance, query and report development, system parameters, and system maintenance, providing cross-departmental communication to ensure flow of data, developing system enhancements to include automatic packaging, tracking C codes, SAP, award letters, automated verification and files transferred to and from CPS and COD, creating, managing and monitoring compliance with NCAA financial aid athletic regulations.

Qualifications that are necessary in the performance of the position are; proficiency in SQL scripting language, experience with extracting data from an ERP or other database-driven application, experience with a report writing application such as Crystal Reports, InfoMaker, Cognos, etc., advanced experience working with Microsoft Excel Spreadsheets and Microsoft Access databases as well as the ability to manage multiple competing priorities and maintain confidentiality of records is a must. A bachelor’s degree is preferred.

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