



Office of Work Life Engagement

POSITION ANNOUNCEMENT

**Position:** Director of Student Financial Services  
**Department:** Student Financial Services  
**Reports to:** Vice President for Enrollment and Marketing

**Responsibilities:**

Anderson University is seeking a financial aid professional to lead an experienced team and serve as an integral member of the university. The successful candidate will provide overall management and leadership necessary for effective administration of the University's financial aid programs, and ensure a high level of customer service to students, families, and other constituents in relation to student financial matters. He/she will supervise professional and administrative staff. This position performs standard financial aid duties (needs analysis, verification, loan processing, financial aid reporting to outside agencies) and in addition will be given responsibility for the development, implementation, and assessment of financial aid, policies, and procedures that support the enrollment efforts of AU.

**Qualifications:**

A bachelor's degree and a minimum of five years' prior experience is required. Successful candidate will have prior experience, including excellent customer service, financial aid counseling, public speaking, monitoring and managing receivables, maintaining team-oriented spirit, and working in a fast-paced environment. Successful candidate will also have knowledge of federal and Indiana financial aid regulations, and a strong commitment to higher education. Knowledge of PeopleSoft is advantageous. Must meet University lifestyle expectations.

This is a 100% FTE position. Eligible for full university benefits.

**Position Available:** Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and employment application <http://www.anderson.edu/uploads/hr/staff-application.pdf> to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Persons with an application on file or current university employees should send an email to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu) to express interest in this position. Current employees are also expected to notify their supervisor of their interest in this position.

Anderson University is a private Christian university in central Indiana, located near [Money's #1 Best Places to Live in 2017](#) and [Town & Country Magazine's #1 Best Place to Live](#). Anderson University continues to be recognized as one of America's top colleges by U.S. News and World Report, and The Princeton Review. Established in 1917 by the Church of God (Anderson, Ind.), Anderson University offers more than 50 undergraduate majors and graduate programs in business and theology. The University's location in the central part of the state allows easy access to state parks, several boating lakes, and beautiful farmland. The close proximity to Indianapolis, the state's capital, offers a full range of cultural and entertainment amenities.

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.