Touro University California, a rapidly growing university offering graduate programs in health sciences and education, has an excellent opportunity for a Director of Financial Aid for Touro University on our Mare Island campus. The university is part of the Touro College and University System and is located on the northern tip of San Francisco Bay in Vallejo, California. Touro University California is an independent, non-profit Jewish-sponsored institution. It has 1,403 students in three graduate professional colleges (Osteopathic Medicine, Pharmacy, Education and Health Sciences).

POSITION DESCRIPTION:

The Director of Financial Aid serves as the TUC Title IV Financial Aid officer and has primary responsibility for managing the daily operations of the TUC Financial Aid Services. The individual needs to have federal financial aid expertise and must be accurate, results-oriented and very organized with attention to detail. The position requires that the individual be able to manage multiple projects as well as complete complex administrative tasks in a dynamic environment.

The Financial Aid Director is responsible for financial aid advising, financial aid record maintenance, development support and enforcement of academic satisfactory progress and program length policies, communication with students about personal finances, their academic records, registration activities financial needs, and certifying student needs analysis, awards, scholarships. This position oversees the Federal Work Study (FWS) program and reviews student personal situations, such as unforeseen medical needs, that might require a professional judgement.

The Financial Aid Director position coordinates, and/or performs work with highly sensitive and confidential matters and is expected to maintain appropriate confidences and work in an environment with a high degree of trust and integrity. The Financial Aid Director must enjoy a fast paced, flexible environment with a focus on high quality, accurate data produced in a timely manner. This position requires that the Financial Aid Director be an expert in a modern student information system database (Banner is preferred); be proficient in submitting data for institutional reports as well as be highly skilled and adept in using Excel and Microsoft Office Suite and other similar types of software program(s).

The Director of Financial Aid manages the information technology related to financial aid records and provides leadership in maintaining a Title IV compliant financial aid program and monitors the systems to enhance the integrity and efficiency of financial aid recordkeeping.

SPECIFIC RESPONSIBILITIES:

Recurring Tasks:
- Creates, maintains and updates student financial aid electronic and other records
- Administers and implements university rules, regulations, policies and procedures for the Title IV federal financial aid and its student record keeping and processing.
- Responsible for ensuring Title IV and all regulatory compliance.
- Serves as primary supervisor for development and maintenance of Federal Work Study (FWS) program system and oversees the audit of FWS timesheets, job descriptions, and contracts for accuracy to ensure compliance
Packaging and awarding of federal Financial Aid.
Certifies student eligibility.
Collaborates, coordinates and reviews student data with Bursar and Registrar in collegial and solutions-oriented manner
Reviews Financial Aid impact(s) for change of student academic status requests such as, but not limited to, leave of absence, academic suspension, transfer, etc.
Responds to annual audits as well as legal and other inquiries regarding student financial aid records.
Assures responsiveness of the Financial Aid staff to the functions of the overall needs of the university, students, faculty and administrators.
Functions as a Student Affairs Team Leader and participates collegially and cooperatively with TUN and the TCUS Financial Aid Directors and leaders
Oversees application of Military and Veterans Affairs benefits to student financial aid awards
Creates and compiles a variety of reports for institutional research, campus departments, as well as federal, state and regional accreditation processes, Department of Education reviews, audits as well as system wide student financial aid records audits by outside agencies

Periodic Tasks:
- Participate in Student Affairs major events such as, but not limited to, new student orientation, white coat ceremony, commencement, etc.
- Participate in university committee work.
- Travel to Touro system campuses for training and system wide collaborations (currently this person travels to NYC and Nevada approximately once a year)

SUPERVISORY RESPONSIBILITIES:

This position supervises the following positions: Financial Aid Advisor and Financial Aid Administrative Assistant(s)

QUALIFICATION(S):

- Baccalaureate degree required; Master’s degree preferred.
- Demonstrated record of financial aid leadership and compliance expertise.
- Experience and enthusiasm in working with a diverse student, staff, and faculty population
- Ability to work independently or collaboratively as the situation demands; managing competing priorities in a professional and positive manner.
- Experience working with graduate and/or first professional degree students is desired

CORE COMPETENCIES: identify the behavior an employee is expected to demonstrate.

- Must have in-depth modern database skills such as Banner, Datatel or Jenzabar; Banner is highly preferred
- Must have working knowledge of Title IV regulations and ability to train and assist faculty, staff, and students in understanding the Title IV requirements
- Ability to create and maintain collaborative and productive work relationships
- Ability to implement successful practices in financial aid recordkeeping.
- Excellent oral and written communication skills.
- High level of conceptual, analytical, and organizational skills.
- Ability to be innovative
- Must be detail-oriented and accurate
- Proficient with various computer applications and programs.
Salary is competitive and commensurate with background and experience. Letters of application and resume with a list of 3 references should be directed to:

**Search Committee**
1. Email CV: Apply@tu.edu
   Subject: Your Name, Director of Financial Aid
   OR
2. Mail: Touro University California
   1310 Club Drive Vallejo, CA 94592