

## JOB DESCRIPTION

<b>Position Title:</b>	Student Finance Process Coordinator		
<b>Business Unit:</b>	Student Finance Office	<b>Status:</b>	Full-Time(exempt)
<b>Reporting to:</b>	Assistant Vice President for Student Financial Service	<b>Salary Range:</b>	TBD

<b>Background:</b>	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> Inspiring knowledge, faith, and service through Christ-centered education.</p> <p><u>Values Statement</u> Southwestern Adventist University values</p> <ul style="list-style-type: none"> <li>▪ Integration of a Seventh-day Adventist worldview into daily life</li> <li>▪ Education that enriches life and promotes achievement</li> <li>▪ Interaction that affirms faith, integrity, and humanity</li> <li>▪ Responsibility for ourselves, our neighbors, and our world</li> <li>▪ Service as ministry for Christ</li> </ul>
<b>Position:</b>	<p><i>Student Finance Process Coordination</i> works directly with the Assistant Financial Vice President for Student Finance and assist with several process in that department.</p>

**Responsibilities:**

- Oversee the communication needed to be sent to prospective students. Work with Financial Aid and Student Accounts to ensure communication is current, and consistently sent to the pertinent parties.
- Be responsible for communicating with prospective/current students:
  - missing documents to award Federal/State Aid
  - procedures for completing FAFSA/TASFA
  - MPN&EC
  - Accepting Offer letters
- Implement communication with parents of future/current students regarding student finance, abiding by FERPA & HEA privacy regulations.
- Keep informed of Federal/State aid regulations as needed to answer questions of individuals visiting the office. Keep informed of university policies as they relate to student finance.
- Prepare and assist with monthly reconciliation.
- Assist with compliance reporting requirements.
- Responsible for dissemination of Consumer Information to student body.
- Responsible for ensuring Student Finance information on website and Catalog are correct.
- Assist with the evaluation/awarding/re-awarding of merit-based scholarships.
- Assist with evaluating and awarding of need-based scholarship funding.
- Respond to inquiries concerning financial aid including Student Financial Services e-mail account and phone messages.
- Assist staff with other miscellaneous duties that occur.
- Perform any other duties as requested by the Assistant Financial Vice President for Student Finance.

<p><b>Requirements:</b></p>	<p><b><u>Primary Requirement</u></b></p> <ul style="list-style-type: none"> <li>• Bachelors Degree in business or any other related field.</li> <li>• Demonstrated knowledge of website navigation and updating such.</li> <li>• Strong leadership, communication, and interpersonal skills with the ability to collaborate effectively with diverse stakeholders.</li> <li>• Experience in data analysis, assessment, and using metrics to drive improvements in online education.</li> <li>• Familiarity with student financial aid process and compliance in higher education.</li> <li>• Strong evaluative abilities in awarding scholarships to students.</li> </ul> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><b><u>Preferred Qualifications</u></b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates a genuine love for and commitment to Southwestern Adventist University</li> <li>▪ A flexible and positive outlook, goal driven</li> <li>▪ Demonstrates cooperative team spirit and enjoys working with people</li> <li>▪ Experience in working in the financial aid office.</li> <li>▪ Bi-lingual (Spanish) is preferable</li> </ul>
<p><b>Work Conditions</b></p>	<p><b>Job Condition:</b> fast-paced work, attention to detail, maintain a flexible work environment, and fluent in English.</p>
<p><b><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></b></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	