



## **Assistant Director of Financial Aid**

Kentucky Wesleyan College is a leader in liberal arts and professional education with a long-standing reputation for quality and academic excellence. Currently serving approximately 700 students, Kentucky Wesleyan provides a challenging and supportive academic experience, a positive work environment, and a stimulating culture. Kentucky Wesleyan produces highly qualified graduates who become successful professionals in the career of their choice and valuable members of their communities.

Kentucky Wesleyan College invites applications for the full-time Assistant Director of Financial Aid. This position is responsible for providing superior customer service to college students and their families and providing key operational support and leadership to the Office of Admissions and Financial Aid.

### Responsibilities

- Meeting with, counseling, and assisting students and their families on matters related to the college financial aid process.
- Analyzing and assessing financial aid need.
- Awarding and processing federal, state, and institutional financial aid for students.
- Managing the Federal Work Study Program, the Financial Literacy Program, and other grant and scholarship programs.
- Remaining current with federal, state, and institutional financial aid regulations, including Title IV and FERPA regulations.
- Assisting with the evaluation, development, and implementation of policies and best practices for awarding institutional grants and scholarships.
- Maintaining highly sensitive and confidential academic and financial information in accordance with appropriate regulations and guidelines.

### Qualifications

Applicants must have a bachelor's degree and at least three years of previous experience in a college or university financial aid office. Additional years of experience are preferred. Experience working with complex regulations and policies and a current good standing in all Federal Title IV programs are required, as are excellent interpersonal, communication, and organizational skills. Proficiency with Microsoft Office is a must. Previous experience with CAMS and other Student Information Systems is preferred. Applicants must be self-motivated, able to work independently in a fast-paced, time sensitive environment, and able to handle confidential information appropriately and with discretion.

### Benefits

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; tuition plans; and a generous benefit time program.

### To Apply

Please submit a cover letter, resume, and the contact information for three professional references to Cindy Sublett in Human Resources at [csublett@kwc.edu](mailto:csublett@kwc.edu). If possible, please submit materials as a single PDF file. The College will not sponsor applicants for work visas.

Review of applications will begin immediately and  
will continue until the position is filled.

Kentucky Wesleyan College is an equal opportunity employer.

### *About Owensboro*

Kentucky Wesleyan College is located in Owensboro, Kentucky, a vibrant, beautiful, and safe city on the Ohio River. Owensboro offers a big-city feel with southern charm and is easily accessible from metropolitan locations such as Evansville, IN; Louisville, KY; Nashville, TN; and St. Louis, MO.

With more than 20 annual celebrations, including the International Bar-B-Q Festival, Owensboro is known as Kentucky's Festival City. Owensboro also has the distinction of being named one of the Top 50 Sports Towns in the United States by Sports Illustrated. BusinessWeek ranked the city the "Best Place to Raise Your Kids: 2010" in Kentucky based on the city's low crime, outstanding school test scores, and a low cost of living.