



## **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 seeks applicants for a full-time Director of Financial Aid. Reporting to the Vice President of Admissions and Financial Aid, the Director is responsible for the development and implementation of a comprehensive financial aid program.

### Responsibilities

Major responsibilities include but are not limited to:

- Ensuring compliance with financial aid policies and regulations at the institutional, federal, and state levels.
- Preparing reports for various governing agencies.
- Assisting and advising the VP of Admissions and Financial Aid on how best to market and utilize limited funding to maximize retention and recruitment.
- Representing the financial aid office to various agencies, auditors, high schools, scholarship foundations, professional associations, and current and prospective students and their families.
- Preparing the annual financial aid budget, forecasting trends, and yearly balancing of funds with federal and state agencies, as well as the College Business Office.
- Assisting the Financial Aid staff in packaging financial aid for new and current students.

### Qualifications

Applicants must have a bachelor's degree (master's preferred) and at least three years of college financial aid experience (private, non-profit setting preferred). Excellent communication, interpersonal, and computer skills are required. To be successful, applicants must be able to handle confidential information appropriately and with discretion as well as be very detail-oriented.

### Benefits

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

### To Apply

Please submit a cover letter, resume, and contact information for at least three professional references to Linda Keller, Director of Human Resources, at [lkeller@kwc.edu](mailto:lkeller@kwc.edu) or mail to Kentucky Wesleyan College, Linda Keller/HR, 3000 Frederica Street, Owensboro KY 42301. The College will not sponsor applicants for work visas. If possible, please submit materials as a single PDF file.

Kentucky Wesleyan College is an equal opportunity employer.

Review of applications will begin immediately.

Additional information about Kentucky Wesleyan College and the Owensboro community may be found at:

- <http://www.kwc.edu>
- <http://www.owensboro.org/>

### 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.