### Job Title
Director

### Classification
Exempt (Salary)

### Department
Student Financial Services

### Hours Per Week
Full-time

### Salary
Commensurate with experience

### Available
Summer of 2020

### Position Summary
Directs the Student Financial Services program at WWU. Oversees activities related to WWU Accounts Receivable, Federal, State and Institutional Financial Aid Programs, Student Employment Program, Financial Counseling and Student Loan Center. The incumbent supervises the receipt, evaluation, and requests approval for all programs; and establishes procedures for financial transactions with students. Five or more years of experience in all aspects of college student financial service administration is preferred. Experience within a program of similar complexity and scope is required. Experience with a highly automated financial aid management system and highly trained staff is required. Must have a general knowledge of federal, state and institutional regulations as they pertain to the programs administered by the office. Be willing to learn applicable state and federal regulations. Position depends heavily on a trained staff to be creative and establish daily policies and procedures for their area of responsibility. Works closely with Academic Records, MES, Student Life, Academic Administration and Advancement.

### Qualifications
- **Education**: Bachelor’s degree in an appropriate field such as Business, Communications, Public Administration, or equivalent experience; Master’s degree preferred.
- **Licenses/Certifications**: NASFAA; WAFAA
- **Experience/Skills**
  - **Years of experience**: 3-5 years, 5-10 years preferred.
  - **Computer Programs**, Microsoft Office (Outlook, Word, Excel, etc)
  - Must be able to communicate difficult and complex information effectively both in writing and verbally, to students, parents, auditors, high school counselors, employees, college administrators, and other constituents of the financial aid office. Must be able to oversee automated financial aid management systems and monitor and audit transactions to ensure compliance with all state, federal regulations and college policies. Needs to have a passion for affordability of Christian education; people person.

### Job Description
For detailed job description, [click here](#).

### Apply
**Apply For This Position** (External Applicants)
*Please also submit a cover letter and resume along with the employment application.*

**Apply for This Position** (Internal Applicants, Current employees, not Student)
*Please also submit a cover letter and resume along with the employment application.*

### Questions
Human Resources: 509-527-2820 or email: employment@wallawalla.edu