

Calumet College of St. Joseph is a Catholic, private, liberal arts college sponsored by the Missionaries of the Precious Blood located on the border of Whiting and Hammond, IN., 28 miles from the Chicago Loop. Founded in 1951, Calumet College of St. Joseph offers four graduate degrees, 19 bachelor's degrees, including 15 traditional majors, 10 associate's degrees and 4 accelerated programs. Recognized as a "Best College" for ethnic diversity by U.S. News and World Report 2014, CCSJ has an enrollment of approximately 1,200 domestic and international students. CCSJ fosters and supports excellence in Catholic higher education in a family-oriented, coeducational, four-year college.

Education/experience: Bachelor's degree in Business or Accounting required, Master's degree preferred; Minimum 4 years financial aid, billing and student services experience within a college/university setting; previous supervisory experience.

Position Summary: The Director of Student Financial Services is part of the Business & Finance Department and reports directly to the Vice President of Business & Finance. This position is responsible for the planning, organizing and supervision of the Financial Aid department to administer federal, state, and institutional financial aid funds and services, to perform standard financial aid duties such as needs analysis, verification, loan processing and satisfactory academic progress monitoring and to assure all compliance regulations are adhered to. The Director of Student Financial Services oversees the Business Office and Student Collections along with Financial Aid.

Primary Responsibilities/Duties:

1. Recruit, hire, train, supervise and review performance of Financial Aid, Business Office and Student Account staff.
2. Serve as primary contact for interaction with representatives of other CCSJ Offices on issues of importance to FA. In particular, collaborate with Enrollment, Advising and the Athletic Department to assist in the recruitment and retention of students.
3. Actively communicate with students, parents and financial aid staff to resolve questions with financial aid issues.
4. Work with the VP of Finance on developing and analyzing institutional discount policies/fund usage effectiveness.
5. Periodically review and assure current information is available on web pages providing CCSJ Financial Aid and Business Office information.
6. Review and maintain annual catalog, handbook and fee schedule changes for the Business Office, Student Accounts, and Financial Aid.
7. Prepare for, and work with, auditors on federally mandated annual financial aid audit.
8. Complete the FISAP and other federally (and state) mandated financial aid reporting requirements and annual surveys.
9. Supervise intake of all cash, check and credit card payments from students, issuance of student refunds, and issuance of 1098-T forms.
10. Set up tuition codes, billing codes and financial aid codes in Empower.
11. Determine annual cost of attendance budgets for CCSJ student groups.
12. Administer endowment and special funds of the College.
13. Create and maintain database reports on relevant financial aid statistics.
14. Work with Financial Aid Specialist to oversee Federal Work Study and Satisfactory Academic Progress analysis.
15. Attend professional development conferences on best practices related to financial aid.
16. Assist in any other capacity as directed by the Vice President of Business and Finance.

To apply, please send a cover letter highlighting your previous experience and qualifications along with a current resume to **Paula Shreve, Director of Human Resources via email at pshreve@ccsj.edu**. This position will remain open until filled. CCSJ is an equal opportunity employer.