

Financial Aid Coordinator

SUM Bible College and Theological Seminary equips indigenous leaders from America and the nations of the world by offering an affordable theological education combining academic instruction with practical hands on ministry with personal mentorship. Our mission empowers Christian leaders to be instruments of change in their respective communities. SUM is accredited with Association of Biblical Higher Education (ABHE). All SUM faculty and staff members are committed to Jesus Christ, to SUM’s vision, mission, purpose and values and to affirm the SUM’s Statement of Faith, all of which can be found on the SUM’s website at [www.sum.edu](http://www.sum.edu).

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| **Position Title** | Financial Aid Coordinator | Job Type | Full-time |
| Exempt Position | Yes/No overtime pay | Min. Education | BA degree |
| Salary | $45,000 - $50,000 | Level | Staff level |
| Reports to | Chief Financial Officer | Location | El Dorado Hills, CA, USA |

SUM is now receiving applications for the position of Financial Aid Coordinator. The successful candidate will join a transformational team of leaders and trustees in implementing the aggressive and visionary goals of its recently completed ten-year strategic plan, Decade of Dreams. The racial diversity of our administrative staff, faculty and student body provides a rich and unique learning environment for all.

# Summary

Provides operational guidance to the Financial Aid Office and performs the more technically demanding financial aid duties, including oversight of various programs, activities, determining award amounts, and reconciliation of various programs. Works with a diverse population of administrators, faculty, staff, students and the public. The position plans and oversees the financial aid process, to assure compliance with all regulations.

**Hire Date:** Immediate (October 2020)

# Representative Duties

* Plan, organize and manage daily operations of the Financial Aid Department
* Stay current with regulatory changes as they occur.
* Develop, implement and revise policies, procedures, codes and regulations to ensure compliance with federal and state laws, regulations and college policies related to financial aid and scholarships
* Oversee Satisfactory Academic Progress (SAP)
* Manage and handle the awarding and processing of financial aid for continuing & new students
* Coordinate student loan processing between students, federal government, and the institution. Responsible for Title IV refunds and repayments, including U.S. Department of Education and National Student Loan Data System notifications
* Manage and oversee institution’s Veteran’s Administration and Vocational Rehabilitation Programs
* Develop, modify, implement and maintain the application intake and tracking process for proper documentation of all awards for audit trail. Maintain fund control records in accordance with funding level limitations, complete federal, state and institutional reports including applications for federal funding and reports the expenditures of funds allocated, such as the FISAP. Coordinate internal reconciliation efforts and report to reviewing entities, such as auditors, program reviewers, and accreditation teams
* Develop all publications (website, college catalog, and other media) relating to financial aid.
* Serve as the lead financial aid support staff to ensure excellent customer service is delivered to every customer (current/prospective students, college faculty/staff, community, etc.).
* Collaborate with Enrollment Management team and other departments to plan, develop and execute enrollment/retention programs
* Prepare and update COA benefits for all Title IV programs
* Coordinate with school’s registrar to ensure the maintenance and timely submission of Enrollment Reporting through NSLDS
* Certify benefits for Veterans, Chap 31, Chap 33 and Chap 35
* Prepare reports and make recommendations
* Work with Admissions team in developing and implementing and effective financial aid packaging plan for the College
* Other related duties as assigned

# Competencies Required (Knowledge, Skill & Abilities)

* Highly knowledgeable of all federal and state regulations dealing with financial aid
* Excellent organizational, prioritization, multi-tasking and training skills
* Display tact, empathy and positive regard for others in effective written, oral and non-verbal communication
* Envision new work strategies to support and enhance financial aid services that will optimize efficiency and production and reduce cost
* Demonstrated knowledge of working with a computer as related to the financial aid field as well as ability to use various Microsoft Software (Excel, Word, Power Point)
* Experience with Campus Vue, EDConnect, COD, CPS, NSLDS and FSA systems
* Must be a team player

# Minimum Education and Experience

* Bachelor’s degree in related discipline (business, counseling)
* 3-5 years of experience in financial aid at the college level

# To Apply:

Please go to <http://sum.edu/application-guidelines> to complete the following:

* Sign an agreement with the SUM Statement of Faith
* Submit a Cover Letter
* Submit a Resume
* Submit the SUM Employment Application (DocuSign)
* Submit your Christian Biographical Sketch
* Ask three people to send in professional references on your behalf
* Submit all of the above to <http://sum.edu/application-upload>