

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Director, Financial Aid
DEPARTMENT: AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Director, Financial Aid is responsible for all functions necessary to procure and process Federal financial aid and alternative educational loans for Fellows, to include loan counseling, certification of applications, record maintenance and adherence to all reporting agencies as well as adhering to the U.S. Department of Education and FERPA regulations. In addition, the Director is responsible for proactively utilizing effective methods of processing and maintaining records, reports, and relationships with lenders and the U.S. Department of Education to review loan options for the Fellows.

PRINCIPAL DUTIES:

- Oversee all aspects and processes of the Financial Aid function for the Conservatory.
- Process and procure all Federal and third party alternate educational loans.
- Process all scholarships and awards offered to Fellows.
- Supervise and adhere to all enrollment and financial aid document requirements, ensuring compliance with applicable lender, as well as State and Federal regulations.
- Respond to auditor findings and perform required duties to meet standards.
- Update and maintain all current financial aid and alumni files in compliance with Federal, institutional and FERPA regulations.
- Generate financial aid reports and/or coordinate information requested by AFI Conservatory staff, internal departments, accrediting bodies, and State and Federal agencies.
- In coordination with the AFI Bursar, disburse funds from educational loans, scholarships and awards.
- Oversee and coordinate the award letter process for all Conservatory scholarships and awards.
- Ensure AFI remains current with Federal computer software and hardware updates, NSLDS enrollment reporting and Federal regulations.
- Develop and maintain an institutional program in Fellow default management.

- Maintain and update the AFI website and printed materials to reflect institutional and regulatory policy changes.
- Research, introduce and implement systems to improve the quality and advancement of financial aid services to the Fellows and the Institute.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum five years experience in higher education financial aid administration to include the ability and knowledge needed to procure for or inform Fellows of alternate sources of educational funding such as loans, scholarships and/or awards.
- Highest level of proficiency related to all core administrative functions, including maintaining filing and informational systems to facilitate financial aid and reporting.
- Excellent computer skills with strong knowledge of Microsoft Word and Excel, EDEExpress, ELMNET, EDConnect and any other current software or programs necessary to conduct full financial aid services; knowledge of Empower Student Information System preferred.
- Proven skills in developing and implementing new strategies and procedures.
- Strong analytical problem-solving skills and the ability to effectively apply them to a diverse set of situations.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Strong time management and multi-tasking skills, coupled with the ability to work independently and with minimal supervision.
- Ability to work independently while being an integral member of a high functioning team.
- Proven project management skills.
- Excellent oral and written communication skills, with the ability to convey complex concepts and procedures in simplistic terms.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Strong analytic and problem-solving skills and the ability to effectively apply these to a diverse set of issues.
- Possess a positive professional attitude with the ability to work as a member of a high-energy results-oriented team.
- Capacity to thrive in the exciting, ambitious, future-oriented environment of a world-class institution and to respond effectively to changing needs and priorities.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.

SUPERVISION

The Director, Financial Aid performs all duties and responsibilities under the guidance and supervision of the Vice Dean, Academic Affairs, AFI Conservatory.