

## **Director of Financial Aid**

Tabor College is seeking a Director of Financial Aid. Tabor College's mission is to prepare people for a life of learning, work and service for Christ and His kingdom. Do you have a personal relationship with Jesus? Do you love helping people? Are you looking for a role that is truly mission driven and impacts lives? Do you have financial aid experience at the college level?

If you answered 'yes' to these questions, then we are looking for someone like you to join the team as a Director of Financial Aid at Tabor College. This full-time position is responsible to lead the financial aid department to assure that the design and operation of the financial aid programs at Tabor College support and promote the attainment of college recruiting and financial aid goals in an effective and efficient manner while complying with institutional, federal and state regulations.

This position is viewed as the financial aid expert for Tabor College. This team works closely with the admissions department to assist with recruiting. The business office is another key department with which this position interacts. The individual in this position provides guidance to athletic, performing arts, and departments in providing estimates for prospective students.

### **Primary Responsibilities:**

Ensure Tabor College provides the highest level of customer service to its internal and external customers relative to financial aid services. It is the responsibility of this position to develop and maintain comprehensive financial aid strategies for Tabor College. The director will provide educational services to students, parents, and internal stakeholders to enhance understanding of the financial aid options that are available to students. The director will stay abreast of all federal and state regulations concerning financial aid and ensure compliance. The position holder will pursue and maintain financial aid certifications or credentialing, as well as maintain memberships with financial aid organizations such as NASFAA, RMAFA, and KASFAA, etc. The director will supervise the assistant director of financial aid and the student financial aid workers. The individual in this position will be responsible for federal and state reporting requirements.

### **Qualifications:**

A growing relationship with Jesus Christ is required. A Bachelor's degree is required. Preference in business, finance, accounting or related field. Experience in financial aid at the college level is preferred. Detail-oriented, effective communicator, strong interpersonal skills--ability to quickly build rapport with others, organized, refined analytical and problem-solving skills

**To Apply:** Send resume and cover letter via email to [tchumrec@tabor.edu](mailto:tchumrec@tabor.edu)

Tabor College is an Equal Opportunity Employer operating under the auspices of the Mennonite Brethren churches of the United States. It complies with all applicable non-discrimination laws.