ADMISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Compliance

DEPARTMENT: Office of Student Financial Services, Rose Hill

RESPONSIBILITIES:
- Reports to the Assistant Vice President of Student Financial Services.
- Responsible for implementing and maintaining verification standards, and ensuring compliance with all federal and state regulations and university financial aid policies across all campuses.
- Responsible for remaining up to date on new federal and state regulations; recommending and following up with the implementation of necessary changes.
- Provide leadership, guidance and on-the-job training on all new and current regulations to staff.
- Conduct self-audits on federal financial aid processes and report findings to the Assistant Vice President.
- Oversee the reporting of federal funds to Common Origination & Disbursements (COD) ensuring timely reporting as mandated by federal regulations.
- Responsible for leading the reconciliation process for federal funds across the Financial Aid module, Students Accounts, and Department of Education.
- Assist with the writing specifications and testing of report writers, computer programs, and statistical reports to support compliance efforts.
- Perform other assignments as required.
- Includes evening and weekend work and multi-campus responsibilities.

QUALIFICATIONS:
- Bachelor’s Degree required; Master’s Degree preferred.
- Minimum five years diverse experience in Financial Aid.
- Proven administrative skills.
- Broad and extensive knowledge of Federal and New York State Financial Aid Programs.
- Proficient with use of personal computer;
- Knowledge of computer systems; knowledge of Microsoft Word and Excel.
- Effective presentation skills required; excellent verbal and written communication skills required.
- Knowledge of College Scholarship Service, Powerfaids and Banner preferred.
- Commitment to the development of quality customer service.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME: ffreeman@fordham.edu

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