

Posted: 04/03/2023
Hiring Range: \$60,000 - \$70,500
Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for our next **Director of Student Financial Services**. As a member of the [enrollment management](#) team, this position is responsible for leading the financial aid department to assure that the design and operation of the financial aid programs at The College of Idaho 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 may provide for the opportunity to work remotely from almost anywhere in the United States without relocation or hybrid in the Boise/Treasure Valley area. Work requires collaboration with other team members during our standard business hours and may be required, on occasion, to report to our Caldwell, ID campus.

This position is viewed as the financial aid expert for the College and they are responsible for developing and maintaining comprehensive financial aid strategies for the College. They oversee the administration of federal, state, institutional and private financial aid programs. The director will stay abreast of all federal and state regulations concerning financial aid and ensure compliance. Additionally, they serve as the functional lead for the financial aid module for our Ellucian Colleague ERP system.

The director plays an active role on our management team for our Enrollment Management division and participates in various College committees and task forces as necessary. They ensure our financial aid team is customer service focused, providing timely and accurate responses to questions from current and prospective students and their families.

The successful candidate will have five or more years progressively responsible work experience, including prior student financial aid counseling experience and two or more years in a supervisory role in a student-centered, service-oriented financial aid office required. They will also have experience formulating policy and implementing new strategies and procedures to maximize efficiency in the delivery of student financial aid. Extensive knowledge of computer based financial aid packaging and reporting system also needed. Experience with NAIA athletic aid processes and regulations preferred. Bachelor's degree preferred, but not required with commensurate professional experience in the financial aid field. Bilingual (Spanish/English) candidates are encouraged to apply.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidate must be vehicle insurable.

A complete application will include a current résumé, cover letter addressing qualifications for the position, a statement on diversity that articulates a commitment to representation, inclusion, and equity, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. *Application review will begin immediately.* Applications will be accepted until suitable candidates are selected.

With over 130 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.