



ASSOCIATE DIRECTOR OF FINANCIAL AID JOB POSTING FEBRUARY 2020

INSTITUTION SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters' and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares women and men for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

In 2015, the Seminary successfully completed a \$26 million capital campaign. These funds were used to introduce a reimagined master's-level curriculum, fully renovate the Clifford E. Barbour Library, make other improvements to the physical campus, endow resource programs in urban ministry and world mission, establish the Center for Writing and Learning Support, develop ecclesial partnerships, and invest in new key personnel. All these initiatives reinforced the Seminary's commitment to collaboration, access, resources, and diversity. In 2020 the Seminary will implement its next Strategic Plan and continue advancing the institutional master plan.

POSITION SUMMARY

Pittsburgh Theological Seminary seeks an Associate Director of Financial Aid who will manage the financial aid program, including federal and institutional funds, and partner with the enrollment office in the work of recruiting new students. The Associate Director of Financial Aid is responsible for compliance with all seminary, state and federal regulations and loan programs to comply with all regulatory requirements. This position will maintain and administer all financial aid funds and comply with appropriate recording requirements. The Associate Director of Financial Aids reports to the Senior Director of Enrollment Services.

PRIMARY RESPONSIBILITIES

- Process, Award and Monitor Allocation of Need-Based Aid
 - o Maintain the day to day operations of the Financial Aid Office at PTS.
 - o Maintain complete files and forms for each student receiving aid, the Federal Direct Unsubsidized Student Loan Program and Federal Direct Graduate PLUS Loan Program; publish information and deadlines pertaining to outside sources of aid.
 - o Manage the verification process, calculation, awarding and packaging of all student financial aid each semester and submit all payment documents in a timely manner.
 - o Organize individual and institutional data on allocation of need-based awards and levels of indebtedness.
 - o Assist with the PTS work-support program.
 - o Adhere to yearly budget and maintain accurate files pertaining to budget allocation.



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PRIMARY RESPONSIBILITIES (cont.)

- Counsel Prospective and Enrolled Students
 - o Meet with prospective and enrolled students to advise them regarding eligibility for institutional aid and program requirements.
 - o Provide financial planning information and loan counseling.
 - o Communicate with prospective and enrolled students regarding pertinent deadlines to ensure timely submission of need-based aid paperwork.

- Collaborate with Seminary Offices
 - o Attend weekly meetings with enrollment team to strategize progress towards yearly recruitment goals.
 - o Communicate with the Registrar and Business Office to ensure timely exchange of information concerning registration and satisfactory academic progress to determine the financial aid status of students, aid disbursement, and reconciliation.
 - o Partner with the enrollment office to represent Pittsburgh Theological Seminary at recruitment events.
 - o Work closely with the Senior Director of Enrollment Services to evaluate allocation of need-based and merit aid across various degree programs to meet institution-wide enrollment and retention benchmarks.

- Other
 - o Serve as member and presenter for the Financial Aid Committee.
 - o Participate fully in the life of the Seminary, including worship and community life events.
 - o Attend trainings to keep appraised of changes to and interpretation of federal, state and other financial aid regulations.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATIONS/REQUIREMENTS

- Demonstrated knowledge of federal and state regulations pertaining to financial aid.
- Fiscal management skills and proficiency in budgeting.
- Detailed understanding of financial aid's relation to enrollment management.
- Desire to interact with prospective students discerning obtaining theological education.
- Ability to work as part of the larger enrollment team.
- Excellent written and oral communication skills.
- Strong organizational skills and attention to detail.
- Willingness to travel and work occasional evenings.



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EDUCATION/TRAINING EXPERIENCE

- Required
 - o Bachelor's Degree or equivalent combination of education and/or related experience.
 - o At least 3 years of prior experience in Financial Aid.
 - o Proficiency with Federal systems: COD, NSLDS, FAA Access to CPS, EdExpress and the state PHEAA system.
 - o Connection to a faith community and/or appreciation for theological education.
 - o Commitment to the mission and vision of Pittsburgh Theological Seminary.
- Preferred
 - o Knowledge of enrollment management software.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

Job Location

616 North Highland Avenue, Pittsburgh, PA 15206

Equal Employment Opportunity

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

To Apply

Interested candidates should provide a cover letter, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Associate Director of Financial Aid Search Committee at careers@pts.edu.

The search committee will begin its review of applications on March 2, 2020. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.