



Announcement: Saint Paul School of Theology, a seminary of the United Methodist Church, is seeking a highly motivated **Director of Financial Aid and Registrar** to be a part of our team. If you want to be part of an organization committed to educating people for innovative, creative ministry, then Saint Paul is the place for you!

Job Overview: Reporting to the Vice President of Academic Affairs and Dean, as well as the CFO/COO, this key position provides leadership and managerial oversight to both the Financial Aid and Registrar's Office. This position works to introduce efficiencies in process turnaround times while monitoring volume of service requests, with a focus on providing exceptional service to students. The Director of Financial Aid and Registrar

- Is responsible for student financial aid processes for awarding student loans, grants and scholarship packages. This includes monitoring satisfactory academic progress, and federal, state, and local grant expenditures.
- Will settle student accounts with the Accounting Office. (Reconciliation processes)
- Oversees long range planning to forecast financial aid and prepares statistical financial aid data for internal analysis
- Shall understand current and future DOE regulatory impacts.
- Is the official authorized keeper of Seminary student records and is responsible for the security of student records, compliance with FERPA, and all regulatory policies.
- Enforces seminary policies and procedures as well as assists in the revision of the catalog.
- Publishes course schedules and academic calendars and implements registration for degree programs offered on both campuses.

Although managerial and development processes are important to the success of this position, ensuring adherence to laws and regulations is fundamental to the infrastructure of Saint Paul. The proper implementation of federal, state, and local laws, as well as regulations and policies, is one of the Director's core function. To maintain proper compliance with laws and regulations, he/she must ensure that Saint Paul has exception free program reviews and audits. It is also an important part of the Director's role to ensure all required federal, state, and local reports of the institution's financial aid data are submitted accurately and on time. **The Director is also expected to maintain enrollment, degree completion, and student information data and to make sure that data reports are accurately submitted. It's imperative that the implementation of all laws, regulations, and reporting is adhered to strictly.**

Location: This position will be **located in Overland Park, Kansas.**

Experience: 5+ years of prior experience in Financial Aid preferred.

A United Methodist Seminary

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Education: The qualified candidate will hold a Bachelor's Degree

Additional Skills: The ideal candidate will demonstrate excellent organizational skills, close attention to detail, and ability to manage multiple projects and tasks simultaneously. Excellent team skills with the proven ability to build strong relationships and collaborations, strong communication (written and oral); and expert computer skills, experience with PowerCampus and PowerFAIDS is ideal . The ideal candidate will possess an understanding of Financial Aid and Registrar compliance, and will possess considerable institutional savvy with demonstrated ability to interact easily with students, faculty, staff, and administrators.

Compensation: Competitive with similar sized schools

Saint Paul School of Theology is an equal opportunity employer.

Please submit letter of interest and resume to matthew.mills@spst.edu