

Position Announcement

Moore College of Art and Design Director of Financial Aid

Founded in 1848, Moore College of Art & Design is the first and only women's visual arts college in the nation. Located in Philadelphia, PA, Moore now offers ten undergraduate programs including Art Education, Art History, Curatorial Studies, Fashion Design, Fine Arts with emphases in 2D and 3D, Graphic Design, Illustration, Animation & Game Arts, Interior Design, Photography and Digital Arts, and Liberal Arts, each leading to a Bachelor of Fine Arts (BFA). Moore enrolls approximately 500 women in its all-female undergraduate BFA program. Co-educational graduate programs, post-Baccalaureate programs as well as adult continuing education and a Young Artists Workshop are open to people of all ages.

THE POSITION

Reporting to the Senior Vice President for Finance and Administration, the Director of Financial Aid is responsible for the overall management and administration of all student financial aid as well as the operation of the Financial Aid Office, assuring that the College complies with all federal and state laws and regulations regarding financial aid. The director is responsible for the management and development of the annual institutional financial aid expenditures of approximately \$15.2 million and meeting the budget parameters. Supervising a staff who provide service for the undergraduate financial aid applicants, the director will hire, train, and provide professional development opportunities and mentoring to financial aid staff members. The director will be expected to work closely with all institutional colleagues to meet enrollment and retention goals by developing and carrying out policies regarding the awarding of institutional aid. In collaboration with the Senior Vice President, the director is responsible for the development, oversight, and implementation of the financial aid leveraging strategies, financial aid policies, and awarding practices to ensure the efficient and strategic distribution of aid. The director will be expected to:

- determine financial aid eligibility and award financial aid for all financial aid applicants;
- ensure compliance with all federal, state and institutional regulations governing financial aid;
- develop and revise policies and procedures for awarding college need-based aid;
- counsel parents and students concerning the financial aid application process, individual awards, and financing options;
- work closely with the Senior Vice President for Finance and Administration, the Dean of Admissions and Admissions team members on financial aid related strategies and procedures for prospective students;
- develop financial leveraging strategy with the goal of maximizing institutional aid in partnership with the Dean of Admissions and the Senior Vice President for Finance and Administration;
- manage the process of electronic reporting and receiving of information with the Department of Education and the National Student Loan Data Clearinghouse;
- ensure that the annual application for Title IV and all financial aid reports status are prepared and submitted in a timely manner;
- serve as liaison with college auditors;
- become the institutional VA certifying official; and
- maintain an in-depth knowledge of technical systems required to meet job responsibilities.

QUALIFICATIONS

A bachelor's degree (master's degree preferred), plus substantial documented professional experience in financial aid office and staff administration, is required. In addition, knowledge of general financial aid theories, procedures, and federal and state financial aid program regulations will be expected. Knowledge of basic management skills and extensive student counseling experience and the ability to communicate with a diverse group of students and parents regarding financial aid will be expected of the director. Knowledge and support of the role of financial aid in the student recruitment and retention processes, knowledge of computer based financial aid packaging and reporting systems—preferably PowerFaid; and the ability to work as part of a team and to provide a high level of customer service to students will be expected of the director.

APPLICATION AND NOMINATION

Review of applications will begin November 20, 2020 and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanjohnson.com/open-positions. Nominations for this position may be emailed to Kendra E. Dane at ked@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

This position is expected to be an on-site position, pending PA state regulations governing Covid-19 protocols. We are sensitive to how the COVID-19 pandemic is impacting work and personal lives, and will offer the utmost flexibility throughout the interview process. The search committee expects to conduct all interviews virtually for the safety and well-being of all involved.

Visit the Moore College of Art and Design website at moore.edu

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. [Read Moore's full compliance statement.](#)