



DIRECTOR OF STUDENT SERVICES & FINANCIAL AID

DETAILS

Reports to: Chief of Staff

Hours: 40 per week

Status: Exempt

DESCRIPTION

The Director of Student Services & Financial Aid coordinates and executes the activities of the School's student services office. In order to accomplish this, the Director works with the Dean and other members of staff and faculty in order to ensure that the programs of the office address student needs and provides support particular to the needs of students attending a Roman Catholic graduate institution. The Director serves as the primary point of contact with the administration for currently enrolled students, and liaises with the Student Master for the Western Dominican Province, as well as the housing, financial aid, and other service providers for the School. The Director also fulfills the role of Title IX Coordinator for the School, as well as ensures compliance surrounding the distribution of Title IV funding.

SKILLS REQUIRED:

- Excellent written and oral communication skills
- Strong organizational skills, priority management
- A self-starter who anticipates the needs of others before a problem may arise
- Familiarity with the Dominican intellectual tradition; some academic experience in philosophy/theology desirable
- Discretion and confidentiality in relationships; use of independent judgment and tact
- Ability to interpret and implement policies, procedures, technical processes and computer applications related to the Student Services office
- Computer literacy, especially in word-processing, e-mail, and data input. Experience in current Windows, Office, Excel, and Outlook required. Experience in PowerPoint, Access, Moodle, and Populi is an asset
- Ability to work some nights and weekend on occasion; travel as necessary for work
- Establish and maintain effective working relationship with staff, faculty, students and vendors

PRINCIPAL DUTIES AND RESPONSIBILITIES

- **DSPT Liaison to the GTU**
 - Attend all GTU Student Services meetings as the DSPT liaison
 - Take minutes at meetings, inform DSPT administration of relevant issues / actions concerning member-schools
 - Foster cordial working relationship with other Student Services officers / schools
- **Staff Liaison to Students**
 - Receive, and respond to, student questions, concerns and complaints
 - Present student concerns to DSPT Staff and Administration as needed
 - Voice student needs when assisting in school planning and goal setting
 - Serves as liaison to other DSPT offices to facilitate processes and resolve problems

➤ **ASDSPT**

- Act as Staff Liaison to the Associated Students of DSPT and coordinate the yearly elections.
- Coordinate the working of the ASDSPT and assist in establishing meetings and planning.
- Coordinate in the implementation of ASDSPT activities, such as social events, student lunches, hosting pastries during the week, etc.
- Coordinates the ASDSPT in sponsoring student Masses and luncheons.

➤ **Event Planning**

- Plan school events for co-curricular activities
- Assist with guest speakers for class presentations
- Promote ASDSPT and guest speaker events
- Publicize DSPT Faculty and GTU events
- Announce local Catholic and Western Dominican Province events
- Help at DSPT sponsored programs

➤ **Student Services**

- In conjunction with the Chief of Staff, Academic Dean and Registrar, Director conceives, develops and oversees the design and implementation of student retention strategies
- Develops and monitors programs that address student interest and needs
- Assists with the organization of the Faculty Writing Center
- Serves as the primary housing officer, placing students in School-sponsored housing and assisting them in finding suitable housing outside the School.
- Collaborates with the Office Manager to find meaningful jobs for student workers
- Assist in planning student activities on campus and at Vilarrasa Hall
- Post Internship and Job opportunities as received.
- In collaboration with the Director of Enrollment Marketing, assists in effective relationship management of prospective students.

➤ **Student Health and Safety**

- Answers student questions about health insurance and connects students to GTU health advisor
- Maintains list of referrals for student counseling services
- Receives local police department activity log and posts warnings as needed
- Acts as the Title IX coordinator for reporting purposes
- Works with Property Manager at Vilarrasa Hall to maintain student health and safety in school housing

➤ **Financial Aid**

- Directs DSPT's Financial Aid office, in conjunction with DSPT's third-party servicer for Title IV federal aid
- Ensures that DSPT is compliant at all times with Title IV regulations
- Assists students in applying for and accepting federal loans
- Ensures students receive entrance and exit counseling; maintains regular communication with third-party servicer; corresponding with third-party servicer in a timely manner via phone and Zoom
- Communicates with prospective students who have questions regarding financial aid
- Convenes the school's committee which awards institutional aid, and advises the manner of the allocation of aid in a manner that is in line with the school's values and mission, and maintain the integrity of the award process and strategic guidelines.