



POSITION TITLE | Dean of Student Affairs, Financial Aid Officer

QUALIFICATIONS:

General – A commitment to the Vision of Morthland College.
Spiritual – He/She must know the Lord, know the Word and must live a Spirit-guided life. He/She must know and support the spiritual goals of the Institution.
Academic – Ideally, he/she would have a doctorate-level degree, have held administrative experiences and have been a faculty member at a college. He/She should be professional, knowing and insisting on good educational practices.
Administration – He/She needs the ability to manage, lead, organize and control. This must be done with understanding and sympathy. He/She must direct their attention to the welfare, progress and retention of the student body.

TEACHING RESPONSIBILITY | Full time administrators may be required to teach a maximum of two classes.

EVALUATION | Annual evaluations will be based on position description roles and responsibilities.

NON-DISCRIMINATORY POLICY | Morthland College is an affirmative action/equal opportunity employer and admits students of any sex, race, color, national and ethnic origin and age with all rights, privileges, programs, and activities generally accorded to students. In conformance with state and federal regulations, Morthland College does not discriminate on the basis of sex, race, color, religion, disability, national and ethnic origin, or age in the administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school administered programs.

APPOINTMENT | Full time 12-month appointment

DIVISION OF RESPONSIBILITY | MC: 100% | Guilds: 0%

REPORTING | The Dean of Student Affairs shall report to the Executive Vice President and President of the College.

COMMITTEES | Student Affairs, Council of Institutional Research and Strategic Planning, Other Committees as assigned by the President.

OBLIGATIONS | The institution member is required to uphold the Mission and Vision of the College, promote unity, and complete all tasks by applicable deadlines. In the event that work has not been completed by the final paycheck of a contract, payment may be withheld until obligations have been met.

POSITION DUTIES

- 1) Coordination of student admissions – receipt of applications, preparation of files for admissions committee, notification of admission to students.
- 2) Coordination of student advising – coordination of student advising schedules according to student handbook policies.
- 3) Liaison to student applicants – work with students in the application process.
- 4) Coordination of the Scholarship Committee – convenes and chairs the scholarship committee.
- 5) Distribute scholarship and student work programs based on budget and on merit and need, according to the policies of the institution.
- 6) Coordination of Christian Service Work Programs.
- 7) Lead chapel from time to time.
- 8) Provide financial aid counseling to students and parents regarding application procedures and eligibility requirements for student aid programs, and assist students and their families with the completion of application forms.
- 9) Assist in the administration of federal and institutional student aid programs.
- 10) Provide student aid counseling and processing services.
- 11) Oversee the VFAO website, submitting budgets and calendars to Weber.
- 12) Confirm students, collect and document verification, confirm MPNs are signed, check and submit student enrollment status for financial aid, packaging, update student update report exchange as student enrollment status changes. Facilitate the linking of a Parent Plus loan to the student.
- 13) Insure the completion of exit loan counseling for students who graduate or withdraw from Morthland College.
- 14) Oversee the implementation of a default management plan.
- 15) Assist with preparation of Student Financial Aid publications, manuals and forms. Participate in the formulation of student aid policies, procedures and operations.
- 16) Attend off-campus financial aid workshops and meetings.
- 17) Maintain and update ABACUS
- 18) Other duties as assigned by the President and Executive Vice President.

 Cathie Mieldezis, MS

 Date



 Timothy Morthland, MD, Ph.D.

 Date