



## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>Financial Aid Data Administrator</b>
<b>DEPARTMENT:</b>	<b>Enrollment Management</b>
<b>REPORTS TO:</b>	<b>Director of Financial Aid</b>
<b>SUPERVISES:</b>	<b>None</b>
<b>STATUS</b>	<b>Non-Exempt</b>
<b>CLASSIFICATION:</b>	<b>Administrative Staff</b>
<b>F.T.E:</b>	<b>Full time</b>
<b>DATE REVIEWED:</b>	<b>December 2024</b>
<b>SALARY RANGE:</b>	<b>\$45,000 - \$55,000</b>

### **ABOUT VILLA MARIA COLLEGE:**

Villa Maria is a private higher education institution offering a wide variety of academic programs. Villa is located in Cheektowaga, New York, bordering the City of Buffalo; a metropolitan area known for its affordability, its four seasons, and for being the “City of Good Neighbors”.

### **Mission Statement:**

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, that uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

### **Villa Maria College Core Values:**

*“Respect for Human Dignity, Compassion, Transformation, Solidarity with People in need, and Justice & Peace.”*

### **BENEFITS OF WORKING AT VILLA:**

- Retirement plan offering generous employer match
- Health, Dental, Vision, and Life Insurance plans with spouse, domestic partner and dependent coverage available.
- Vacation and sick time package based on length of tenure
- Shortened summer work week
- 1 day per week to work from home
- 13 paid holidays, plus a winter break
- Tuition exchange and tuition waiver benefits
- An overall outstanding work culture with an opportunity to make a positive impact on students

**Position Summary:**

The Financial Aid Data Administrator manages all aspects of Financial Aid data. The Data Administrator will support and complete new and returning student packaging, create and maintain financial aid reports, monitor the leveraging model, and work on automating financial aid processes.

**Duties and Responsibilities:**

- Provide outstanding customer service to students and families when needed.
- Lead in financial aid data administration, management, processing, and reporting.
- Pursue automation of administrative duties in the financial aid office.
- Assist in new and returning student packaging.
- Manage financial aid data in the student information system.
- Create financial aid reporting dashboards.
- Review ISIRS and other applications for financial aid, analyze financial situation and needs, determine appropriate packaging of aid, and adjust packages to meet changes in student eligibility criteria, federal and state regulation and office policy.
- Assist in the completion of ACCES-VR vouchers.
- Contribute to Financial Aid Office and federal compliance by providing input to office policy and procedure decisions.
- Maintain competency and professional currency of federal, state, and other financial aid programs through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending webinars and other training.
- Contribute to the overall success of the Financial Aid Office by performing all other duties as assigned by the Director of Financial Aid.
- Support the mission, core values and objectives of the College.
- Participate in College functions, including but not limited to, Graduation, Open House, Orientation, Financial Aid Presentations.
- Serve on committees of the College.

**Required Skills and Abilities:**

- Bachelor's degree required, preferably in a field related to data management or computer programming.
- Experience working in a professional, business setting.
- Experience providing customer service.
- Experience working with Microsoft PowerBI.
- Preferred: 1 year experience in financial aid.
- Preferred: experience using database management systems and financial aid management systems.
- Strong computer skills.
- Strong financial and accounting acumen.
- Must have good working knowledge of Microsoft application programs.
- Strong organizational skills and the ability to manage expectations, set deadlines and follow up on projects.

- Ability to show respect and sensitivity for cultural differences; work/interact with a variety of internal and external constituents.
- Have a professional demeanor; ability to maintain confidentiality, respectful in all settings.

**Work Environment:**

Professional business office setting with heavy computer use. General environment requires employee to be flexible. This work may include some time standing and walking, including up and down stairs, moving up to 25-pound boxes, etc. Evening and weekend hours may be needed on occasion to perform work associated with this position.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

**An Equal Opportunity Employer**

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*