



Director of Financial Aid Job Posting

The Pentecostal Theological Seminary announces the job opening for the Director of Financial Aid. Compensation and benefits for this position will be discussed during the interview process. Hours are Monday – Friday, 8-5 PM, with a lunch break from 12-1 PM. This position is exempt, full-time.

To Apply:

Please submit a resume to jterpstra@ptseminary.edu and you will be provided an application to complete at that time.

The position is open until filled.

Job Duties

- **Financial Aid Processing:** Manage all phases of financial aid processing, including application review, verification, needs analysis, packaging, awarding, origination, disbursement, and reconciliation of federal, state, and institutional funds.
- **Compliance and Reporting:** Ensure institutional compliance with all federal and state financial aid laws and regulations. Prepare and submit all required federal and state reports accurately and on time, including FISAP, IPEDS, Veteran's Administration and other Department of Education (DOE) reporting.
- **Student Services:** Serve as the primary point of contact for current and prospective students, providing knowledgeable counseling on financial aid options, application processes, and financial literacy in person, by phone, and via email.
- **Auditing and Recordkeeping:** Maintain accurate and confidential financial aid records, documentation, and files in compliance with record retention policies. Coordinate all financial aid audits.
- **Systems Management:** Oversee the financial aid module within the institution's management system (Populi) and utilize U.S. Department of Education platforms.
- **Policy and Procedure:** Develop, implement, and revise financial aid policies and procedures to ensure efficiency and compliance. Maintain a comprehensive office policy and procedures manual and ensure operational efficiency in the Financial Aid Office.
- **Strategic Collaboration:** Work collaboratively with the Admissions, Business Office, and Academic departments to ensure seamless service delivery and align financial aid strategies with the seminary's mission and goals.

- **Problem Resolution:** Exercise professional judgment and resolve complex issues related to student eligibility, appeals, and default management.

Required Education and Experience

- Bachelor's degree
- Basic knowledge of student financial aid programs and processes
- Experience working with student information systems
- Ability to interpret qualitative and statistical data

Preferred Education and Experience

- Experience in higher education student financial aid
- Master's degree in related field
- Experience with an automated financial aid management system, preferably Populi
- Thorough knowledge of federal regulations pertaining to Federal Financial Aid programs
- Participation in national professional associations
- Background in finance or accounting

Job Skills

- Knowledge of Microsoft Office, particularly Excel, and G-Suite for Education
- Exceptional organizational, analytical, and communication skills, with strong attention to detail.
- Ability to work independently, prioritize multiple tasks, and maintain a high degree of confidentiality.
- Strong problem-solving and excellent research skills and self-motivated
- Demonstrated commitment to the mission and values of a faith-based educational institution.
- High level of customer service skills and professionalism
- Positive Christian attitude and commitment to high ethical standards

As a denominationally sponsored institution, the Pentecostal Theological Seminary is fully committed to the spiritual, doctrinal, and ethical emphases of the Church of God and is firmly dedicated to serving and training its ministry. PTS employees are expected to be committed to the absolute authority of Scripture and the Holiness-Pentecostal interpretation of the Christian faith as set forth in the Declaration of Faith of the Church of God and agree to conduct his or her life in alignment with those provisions. Employees must be in agreement with the Church of God Declaration of Faith, and Doctrinal and Practical Commitments.