



## **Position**

Judson College, a private, four-year, Christian college for women with degree programs in liberal arts and the sciences, seeks applications for a full-time Director of Financial Aid. The Director of Financial Aid will develop and execute a comprehensive financial aid strategy for the institution in conjunction with the senior administration of the college. He or she will coordinate processes required to seamlessly deliver student financial aid. The Director will create an office environment that consistently exhibits transparency, accuracy, and outstanding customer service.

## **Qualifications**

Strong interpersonal and communications skills, outstanding attention to detail, and the ability to manage multiple tasks are required. Applicants should feel comfortable exercising independent judgment, working with staff members from multiple offices across campus, and providing leadership to a team. This is a comprehensive position that is integral to the success of the college. A strong work ethic and a willingness to work evenings and weekends when needed will be required to be successful.

A minimum of a bachelor's degree is required. Extensive knowledge of computer applications is also essential. Candidates who have held a previous position as Director of Financial Aid are strongly encouraged to apply; however, all applications will be considered. While previous experience in financial aid is preferred, previous experience in accounting, banking, student lending, or another area of higher education is also desirable. Candidates must also be able to fully support the Christian mission of the institution.

## **Applications**

Persons wishing to be considered should send a cover letter that explains their specific interest in working at Judson, a résumé or CV, current contact information for three to five references, and unofficial copies of college and/or graduate school transcripts to:

Susan D. Jones  
Senior Vice President and Dean of Students  
Judson College  
302 Bibb Street  
Marion, AL 36756  
sjones@judson.edu

Review of materials will begin immediately and continue until the position is filled. Judson College does not illegally discriminate in its employment practices on the basis of race, religion, national origin, sex, disability, age, or other characteristics.