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**Details**

**Reports to:** President

**Hours:** 40 per week

**Status:** Exempt

**Salary:** $65,000-75,000 (DOE)

**Director of Student Services and Financial Aid**

**Job Description:**

The Director of Student Services & Financial Aid coordinates and executes the activities of the School’s student services office according to the Dominican Pillars of Community, Ministry, Study, and Prayer. 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 provide 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 college. 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
* Ability to establish and maintain effective working relationship with staff, faculty, students, and vendors

**Principal Duties and Responsibilities**

* **Staff Liaison to Students**
	+ Receives, and responds to, student questions, concerns, and complaints
	+ Presents student concerns to DSPT Staff and Administration as needed
	+ Voices student needs when assisting in school planning and goal setting
	+ Serves as liaison to other DSPT offices to facilitate processes and resolve problems
* **DSPT Liaison to the GTU**

* + Attends all GTU Student Services meetings as the DSPT liaison
	+ Takes minutes at meetings, inform DSPT administration of relevant issues / actions concerning member-schools
	+ Fosters cordial working relationship with other Student Services officers / schools
* **Student Council**
* Oversees and acts as Staff Liaison to the DSPT Student Council and coordinates the yearly elections.
* Coordinates the working of the Student Council and assists in establishing meetings and planning.
* Coordinates in the implementation of Student Council activities, such as social events, student lunches, hosting pastries during the week, etc.
	+ Coordinates the Student Council in sponsoring student Masses and luncheons
* **Event Planning**
	+ Serves as the project manager for major DSPT events, including new student orientations, graduation, public lectures, and the Convocation of the College of Fellows, working with other staff members, WDP Provincial staff and St. Albert the Great Priory staff when necessary.
	+ Plans school events for co-curricular activities
	+ Assists with guest speakers for class presentations
	+ Promotes Student Council and guest speaker events
	+ Publicizes DSPT Faculty and GTU events among students
	+ Announces local Catholic and Western Dominican Province events
	+ Helps at DSPT sponsored programs
* **Student Services**
	+ Works to integrate the Dominican Pillars of Community, Ministry, Study, and Prayer into student life at DSPT
	+ In conjunction with the 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, including the College of Fellows (see below)
	+ 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
	+ Assists in planning student activities on campus and at student housing
	+ Posts Internship and Job opportunities as received.
	+ In collaboration with the Director of Enrollment Marketing, assists in effective relationship management of prospective students
* **Coordination of the College of Fellows**
	+ Facilitates mentorship between students and Fellows
	+ Manages correspondence and communication with the Fellows
	+ Plans and executes the annual 2-day Convocation of the College of Fellows, the May meeting of the College of Fellows, and other small events, including running and documenting quarterly meetings, student panels, and guest speakers
	+ Works with the President, the Dean, and the Dean of the College of Fellows to seek and onboard new members of the College and facilitate voting on new members by current Fellows
	+ Assists the Director of Communications and Enrollment Marketing and the Communications Associates in managing marketing of the College of Fellows, including video production, photography, and print and digital promotional materials
* **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 or other residence 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, email, and Microsoft Teams
	+ Communicates with prospective students who have questions regarding financial aid
	+ Convenes the school’s Scholarship 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

**To apply please send your resume, cover letter, and three professional references with phone numbers and email addresses to Mr. Jess Alvarado at jalvarado@dspt.edu.**