



HISPANIC SCHOLARSHIP FUND

Position: Director, Financial Aid
Reports to: Chief Operating Officer
Location: Gardena, CA

Who We Are/What We Do

Founded in 1975, the Hispanic Scholarship Fund empowers Latino families with the knowledge and resources to successfully complete a higher education, while providing scholarships and support services to as many exceptional Hispanic American students as possible. HSF strives to make college education a top priority for every Latino family across the nation, mobilizing our community to proactively advance that goal – each individual, over a lifetime, in every way he/she can. HSF also seeks to give its Scholars all the tools they need to do well in their course work, graduate, enter a profession, excel, help lead our nation going forward, and mentor the generations to come. As the nation’s largest not-for-profit organization supporting Hispanic American higher education, HSF has awarded over \$500 million in scholarships and provides a range of impactful programs for students, HSF Scholars, Alumni, and parents. For more information about the Hispanic Scholarship Fund, please visit HSF.net.

Job Description

The Director, Financial Aid reports directly to the Chief Operating Officer. This individual manages and leads all aspects of financial aid, to assure that all student financial aid packages for scholarship programs are delivered in compliance with federal, state, and institutional regulations and policies. This person is also responsible for developing financial aid content for students in compliance with applicable regulations, and ensuring that financial aid packaging is strategic and supports HSF’s overall student enrollment and recruitment goals. And, this individual directly delivers key components of the scholarship programs including implementation of computerized systems to facilitate all aspects of the financial aid operation; creation of financial literacy content for students and families for in-person delivery and delivery across HSF’s media platforms; cooperation with other administrative personnel in coordinating support services to students, and collaboration with partner universities to coordinate the successful and accurate delivery of grant-funded scholarship funds

Job Requirements

- **Key Responsibilities**
 - Develop and lead the financial aid strategic planning for HSF
 - Manage and lead financial aid aspects, to assure that all of HSF’s financial aid and scholarship programs are delivered in compliance with federal, state, and institutional regulations and policies
 - Establish, maintain, and develop financial aid content for all HSF distribution channels
 - Recommend policies and procedures for the organization based on widely accepted interpretations of regulations and/or best practices
 - Develop financial aid program plans and coordinate integration of these plans into HSF’s student services and the organization’s goals and objectives
 - Create and implement systems for effective delivery of student aid
 - Provide administrative leadership for effective delivery of all HSF financial aid programs
 - Direct the review, awarding, and disbursement of scholarship funding to students
 - Lead all communication related to financial aid with university officials, as needed
- **General**
 - Give overall direction and assume responsibility for the implementation of all components of financial and scholarship aid at HSF
 - Lead the development of content, student materials and workshops, and evaluate and implement any financial aid services content developed for HSF.net
 - Lead preparation of reports, correspondence, and record keeping
- **Collaborative**
 - Collaborate with other HSF staff to establish and build relationships with universities, schools, school districts, and community organizations
- **Additional**
 - A demonstrated commitment to serve the community with professionalism, courtesy, friendliness, consideration, and confidentiality
 - Perform additional duties and responsibilities, as required

Qualifications

- **Basic**
 - Bi-lingual preferred
 - Bachelor's degree required/Master's degree preferred, from (an) accredited universit(y)(ies)
 - Minimum 10years' experience in financial aid administration and student financial assistance
 - Two years of administrative or supervisory experience
 - Must be committed to the mission and vision of the Hispanic Scholarship Fund
- **Track Record**
 - Knowledge of federal and private student loan programs and federal student aid policies
 - Understanding of admissions policies and procedures at the university level.
 - Strong financial and budget management knowledge, staff development, and supervision experience
 - Proven ability to synthesize issues and ideas and present them to constituent groups
 - Innovative thinker with demonstrated capability of transforming strategic thinking into action plans and results
 - Knowledge of higher education institutions and organizations that support youth and college readiness (schools, universities, non-profits, etc.)
 - Proven knowledge of federal and institutional methodology for needs analysis, including formulas used
 - Demonstrated project management skills
- **Specific Professional Skills**
 - Excellent judgment and creative problem solving skills, including conflict-resolution skills
 - Experience working effectively in a complex, multifaceted environment
 - Organizational skills in setting priorities to complete a heavy workload within established time frames and deadlines
 - Exceptional writing, editing, and oral communication skills
 - Ability to interpret and apply statistical data in daily decision making
 - Proficiency in Microsoft Word, Excel, Access, PowerPoint, and Outlook including experience in creating queries and pivot tables
- **Personal Attributes**
 - The knowledge, intellect, temperament and flexibility to work effectively in an intense, fast-paced, and high-performance environment
 - Strategic and creative visionary, with the drive and organizational skills necessary to ensure that strategies are implemented, objectives achieved, and success measured
 - Ability to manage diverse relationships and interact with all types of people, at all levels of an organization
 - Principled, ethical, professional, and committed to exceptional work quality and standards
 - A high level of personal and professional confidence and sophistication
 - Upbeat, positive, and enthusiastic
 - A high level of energy and initiative
 - Team player
- **Additional Requirements**
 - Must be flexible and available for approximately up to 10% travel, and to attend meetings, presentations, and events outside the office
 - Flexible to work weekends and/or extended work days, as required

Additional Criteria

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires:

- Constant sitting or standing,
- Some walking around, and
- Occasionally lifting no more than 10 lbs.

To Apply: Email resume, references, and cover letter to employment@hsf.net

Equal Opportunity Employer