

Director, Financial Aid
Nashville State Community College

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Posted Nov. 4, 2025, set to expire Mar. 3, 2026

Job Title Director, Financial Aid
Department Financial Aid
Institution Nashville State Community College
Nashville, Tennessee

Date Posted Nov. 4, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other
Administration - Student Affairs
Administration - Accounting & Finance

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Job Description

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Director, Financial Aid

Title: Director, Financial Aid

POSITION SUMMARY

The Director of Financial Aid provides strategic leadership and oversight of all federal, state, and institutional financial aid programs. This role ensures compliance with applicable regulations, supports

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student access and success, and aligns financial aid operations with institutional enrollment and retention goals.

ESSENTIAL JOB FUNCTIONS/JOB DUTIES AND RESPONSIBILITIES

Develops and implements financial aid policies and procedures to ensure compliance with federal, state, and institutional regulations. Oversees the awarding, disbursement, and reconciliation of Title IV, state, and institutional aid. Supervises and trains financial aid staff, ensuring cross-training and professional development. Monitors and manages the financial aid budget, including forecasting and fund utilization. Ensures compliance with Return of Title IV (R2T4), Satisfactory Academic Progress (SAP), and verification processes. Leads strategic initiatives to improve financial aid delivery and support enrollment management goals. Coordinates with Admissions, Registrar, and Student Accounts to ensure seamless student support.

Prepares and submits federal and state reports, including FISAP, IPEDS, and TBR extracts; maintains institutional eligibility through the Program Participation Agreement (PPA); develops the annual Cost of Attendance (COA); and serves as the institution's Primary Destination Point Administrator (DPA) for federal financial aid systems. Collaborates with IT staff, computer programmers, and systems analysts to ensure financial aid systems are accurately configured, integrated, and maintained; communicates functional needs and participates in system testing, upgrades, and troubleshooting. Coordinates with external agencies (e.g., U.S. Department of Education, TSAC, auditors, scholarship providers) and consults with internal stakeholders to support compliance, program development, and institutional alignment. Participates in professional development activities and conferences to stay current with financial aid trends and regulations. Conducts financial aid workshops and counseling sessions for students and families. Performs internal audits and self-assessments to ensure compliance and readiness for external reviews.

REQUIRED QUALIFICATIONS

Bachelor's degree

Minimum 4 years in financial aid administration, with 3 years in a supervisory role

PREFERRED QUALIFICATIONS

Master's degree

In depth knowledge of Title IV regulations and FERPA

Experience with financial aid systems (e.g., Banner)

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive understanding of federal and state financial aid regulations and compliance

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frameworks. Familiarity with institutional policies and academic structures that influence financial aid eligibility. Working knowledge of student information systems and financial aid platforms (e.g., Banner). Awareness of data privacy standards and secure system access protocols. Strong analytical skills for interpreting regulations, managing budgets, and analyzing data. Effective communication skills for engaging with students, staff, external agencies, and technical teams. Leadership and team development skills to manage staff and foster collaboration. Technical fluency to translate operational needs to IT professionals and support system integration. Project management skills to lead initiatives and implement process improvements. Ability to interpret complex regulations and apply them to institutional practices. Ability to adapt to regulatory changes and evolving student needs. Ability to prioritize tasks and manage competing deadlines in a compliance-driven environment. Ability to work occasional evening and weekend hours if required. Ability to travel to conferences and partnership meetings.

Open Until Filled: Yes

Rate of Pay: \$64,638.00 - \$96,956.00 depending on experience

Special Instructions to Applicants: Unofficial transcripts are acceptable for the application process. Official transcripts are required upon hire. Applicants may be subject to a background check.

To apply, visit <https://careers.tbr.edu/jobs/director-financial-aid-nashville-tennessee-united-states>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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