Available Position: Assistant Director of Financial Aid
Department: Admission and Enrollment Management
Reports to: Director of Enrollment Management
FLSA Classification: Exempt (Salary)
Full/Part-time: Full-time (12 months)
Date Posted: June 13, 2022
Start Date: July 15, 2022

About The Hockaday School:
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:
The Hockaday School seeks an energetic and dynamic individual with demonstrated professional excellence to join our outstanding team. This is a full-time, twelve-month, benefits-eligible position. Reporting directly to the Director of Enrollment Management, this position requires a highly motivated, self-directed manager with the ability to deliver a high level of interactive customer service, develop and maintain collaborative relationships inside and outside of the School, possess the ability to prioritize effectively, proactively solve problems, and manage multiple projects simultaneously with high levels of accuracy. This position requires excellent leadership and decision-making skills, the ability to achieve goals within or ahead of established time frames, as well as good written, verbal, and interpersonal communication skills. The successful candidate must possess excellent attention to detail, a process-improvement focus, good training, analytical and documentation skills, as well as proficient technology skills, including proficiency with School and Student Services (SSS), FACTS Management System, SchoolAdmin, Blackbaud, Outlook, Excel, Word, PowerPoint, MS Windows, and Google Docs. The Assistant Director of Financial Aid must maintain a positive manner, be well organized and able to perform under pressure in a fast-paced, high-performance environment. This position also must possess the ability to work well with current and prospective parents, students, faculty and staff at all levels within a diverse, multi-cultural, and collaborative environment.

Essential Functions:
Financial Aid
- Manage all aspects of the financial aid program
- Serve as primary contact for all current and prospective financial aid families
- Manage and update all the financial aid materials to include the website and financial aid brochure
- Participate as a member of the Financial Aid Committee
• Assist the Director of Enrollment Management in evaluating all requests for financial aid
• Assist with yielding students who would benefit from Hockaday’s mission and academic excellence
• Maintain financial aid database and appropriate reports
• Assist with the preparation of all financial aid reports to include NAIS and INDEX surveys
• Assist in recruitment and admission by participating in all admission events, outreach events and financial aid presentations
• Manage all aspects of the Godbold Fine Arts Award and the William B. Dean, M.D. Scholarship
• Maintain strict confidentiality of all information provided by the family

Student Supplemental Support Program
• Manage all aspects of the Supplemental Support Program for all students receiving financial aid
• Manage the Supplemental Support budget
• Act as primary liaison with HPA, Mills Uniform Company, Boys and Girls Club of Dallas, and Josten’s
• Collaborate with all School departments (Learning Support Team, Technology, Health Center, Development, etc.)

Business Office Liaison
• Assist with Book Vouchers for students in grades 5 – Form IV
• Manage all accounts payable for the Office of Admission
• Manage AMEX Reconciliation on a monthly basis
• Assist Controller with FACTS entries
• Perform other duties as assigned by the Director of Enrollment Management or the CFO

SEVIS – Designated School Official (DSO)
• Manage all aspects of the I 20 requirements for all F – 1 students to include bi-annual registration and student updates in SEVIS
• Manage SEVP Certificate Requirements
• Maintain record of Endorsement Page signatures
• Manage transfer records for graduating I 20 students
• Meet with SEVP Regional Field Director annually

Qualifications/Experience:
• Bachelor’s degree is required
• A minimum of 3 years of experience in independent school financial aid and admission work
• Strong organizational skills, project management experience and logistical skills
• Advanced understanding and ability to use computers and technology including Microsoft Windows and Office products, basic office equipment, mechanical equipment, Enterprise Resource Programs, etc.); prior experience with Enterprise Resource Systems such as Blackbaud and SchoolAdmin
• Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in a school environment, including students, co-workers, parents, alumnae, volunteers, trustees, and the public
• Adaptability, honesty, self-reliance, teamwork, dependability, flexibility, willingness to listen and learn, work ethic, determination, persistence, problem-solving skills, loyalty, and congeniality are essential
• Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks
Training:
- Participate in all requisite School trainings prior to the start of the school, and throughout the School year
- Attend required staff development and training sessions throughout the year
- Attend periodic in-service meetings
- Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School
- Abide by Hockaday’s Code of Ethics and Conduct
- Commit to the ideals expressed in Hockaday’s Tenets of Staff Excellence

Physical Requirements and Work Environment:
- Regularly works in standard office conditions and climate
- Regularly uses close and distance vision, including working at a computer screen for extended periods of time
- Occasionally required to move around the office; works at a desk for extended periods of time; occasionally moves around campus, etc.
- Ability to occasionally move items weighing up to 30 lbs. across the campus or office
- Works in a highly stressful environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts with stamina to maintain attention to detail despite interruptions
- Ability to occasionally regularly work flexible hours to support before and after-school or weekend events
- Ability to maintain appropriate boundaries with students, fellow staff and community members

Limitations and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Application Requirements:
Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.