



Wingate University Open Position

Position Title: Assistant Vice President of Financial Planning

Position Location: Wingate Main Campus

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website: <https://www.wingate.edu/>

JOB SUMMARY: The Assistant VP of Financial Planning, under the direction of the Vice President of Enrollment Management, directs financial aid operations and advising and collaborates with University leaders toward increasing enrollment and retention. This position oversees the Financial Aid operations and office administration, ensuring excellent customer service to students, parents, staff, and faculty.

Duties and Responsibilities

- Leads the financial aid team to accomplish our mission to provide personalized, accurate and timely service; and to remain in compliance in the awarding of financial aid. Leads with integrity, positivity and professionalism.
- Communicates and works collaboratively with leadership, other departments, faculty and staff to accomplish goals and objectives of financial aid and the University.
- Ensure compliance with federal and state laws and rules and regulations that pertain to financial aid programs, such as the Higher Education Act and Federal Student Aid and the Family Educational Rights and Privacy Act (FERPA); and compliance with Wingate University's confidential and proprietary information policy.
- Provides accurate and timely financial aid reports to federal and state agencies, including but not limited to, Program Participation Agreement (PPA), Fiscal Operations Report and Application to Participate (FISAP), and Integrated Postsecondary Education Data System (IPEDS).
- Provides accurate and timely reports for internal controls, strategic decision-making and audits.
- Thinks creatively and works in a team to increase enrollment and retention.
- Designs, implements and evaluates the effectiveness of financial aid communications.
- Leads the development of financial aid policies and procedures.
- Ensures accurate and timely updates to the PFAIDS financial aid software.
- Develops and manages the annual financial aid department budget.

- Directs, monitors and evaluates the performance of the financial aid staff.
- Leads the preparation and presentation of financial aid workshops.
- Represents Wingate University internally and externally to government agencies, funding agencies and the public.

Qualifications and Experience

- Bachelor's degree in finance, accounting, or related field required.
- Non-Supervisory: Five years of direct experience in Federal Financial Aid required **AND**
- Supervisory: Three (3) years' experience managing financial aid administration required
- Master's degree in finance, accounting, or related field preferred.
- NASFAA Credentials preferred

To apply, submit the following to **Human Resources** at careers@wingate.edu:

- 1) Letter of interest, including a statement on campus equity and inclusion
- 2) Resume or CV
- 3) Contact information for three professional references

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.