



Position Title: Director of
Financial Aid and Institutional Research
Position Status: Full-time
FLSA Classification: Exempt
Reports To: Chief
Financial Officer

Position Purpose

Springside Chestnut Hill Academy (SCH) is searching for a Director of Financial Aid and Institutional Research. The Director of Financial Aid supervises a centralized PK-12 Financial Aid process and reports to the Chief Financial Officer. The Director is the “go-to” person for all financial aid-related issues for current and new families. Financial Aid decision-making is the responsibility of the Financial Aid Committee: the Director of Financial Aid, the Chief Financial Officer, and the Director of Enrollment Management. This person will be an energetic, ethical, and collaborative professional with a team approach to problem solving and have the proven communication, presentation, leadership, and planning skills necessary to collaborate productively with the community. The person will also assume the role of institutional researcher. In this role, the Director will deliver accurate, timely, insightful information and analysis to the SCH community, including the administration, faculty and staff and the Board of Trustees, to support strategic planning, policy development, assessment, compliance and decision-making. As an institutional researcher, the Director will initiate and manage data collection, data analysis, research activities and reports on institutional goals and school activities, collaborating with offices across campus in the creation of a culture of evidence by analyzing existing conditions and cultivating support for a data-informed approach to identifying opportunities for change.

Essential Functions:

- Articulates the school’s mission, programs and admissions policies to a broad community.
- Represents the school through admissions related events involving prospective students.
- Promotes good relationships and creates networking opportunities and support for representatives with outside institutions or groups that can be a source for attracting quality students to SCH.
- Provides the Director of Admissions and Enrollment Management and Chief Financial Officer information on financial aid trends pertinent to SCH and related analyses of financial aid data in order to make sound strategic decisions.
- Evaluates on an ongoing basis financial aid policies and procedures to ensure that the process operates fairly, optimally, and efficiently.
- In association with the Director of Admissions and Enrollment Management, develops and executes the tuition assistance strategy to help attract and yield mission-aligned students and families.
- Develops, manages and adheres to, in conjunction with the Director of Admissions and Enrollment Management and Chief Financial Officer, the financial aid department budget; accurately forecasts the funding requirements of the department needs.
- Organizes and administers in conjunction with the Chief Financial Officer and the Director of Admissions and Enrollment Management, the program for scholarships.
- Manages the administration of all financial aid processes for awarding both new and current student financial assistance awards, grants, and scholarships.
- Communicates the details of their financial assistance awards to new and returning families.
- Serves as Chair of the Financial Aid Committee, overseeing its functioning and ensuring that tuition aid is distributed consistently across all classes.
- Processes tuition assistance re-applications each year for all returning students and families.
- Maintains financial aid and tuition remission data to prepare tuition assistance reports.
- Oversees the financial aid appeal process for both new and current students.
- Conducts annual tuition assistance seminars and workshops for both internal and external communities to educate them on SCH's tuition assistance philosophies and policies.
- Stays current on all tuition assistance strategies and developments in the independent school landscape; prioritizes professional development that deepens understanding of the role of equity in admissions and tuition assistance.
- Coordinates with the Controller for all financial aid and net revenue reporting.
- Works on other data analysis and projects as determined by the CFO, especially during periods of the year when the pace of the financial aid process is more modest.
- Assumes a leadership role in responding to data requests from partner organizations, including, but not limited to, PAISBOA and NBOA/NAIS DASL.

- Demonstrates strategic thinking and creativity in the collection and acquisition of data, and delivers clear, accurate, and informative results that help to transform data into actionable knowledge (e.g., related to student learning, student experience, employee engagement, parent satisfaction, etc.).
- Supports internal and external reporting requests, assists in the analysis of institutional data for assessment and strategic planning purposes, and communicates insights to a variety of audiences.
- Develops and produces statistical and analytical reports that provide relevant and timely information for institutional reporting, planning, assessment, and decision-making.
- Works with data from inception to analysis, which includes generating data for the school from the planning stage, to designing and running queries to extract data from institutional sources, to evaluating the data and communicating insights to appropriate constituents.
- Maintains detailed project documentation and assists with the continuous improvement of data quality through review and revision of analyses over time.
- Manages analytical projects as determined in consultation with the school's administrative team.
- Other duties as assigned by the Chief Financial Officer.

Qualifications:

- Bachelor's Degree from an accredited college or university.
- Three to five years experience in an educational or financial work environment.
- Demonstrated ability to build institutional expertise in data collection and business intelligence tools appropriate for a Pre-K to 12 school environment.
- Strong organizational, data management, and data presentation skills.
- Well-developed interpersonal, written, and verbal communication skills, including communicating effectively with all constituents in a school community including students, co-workers, parents, volunteers, trustees, and the public.
- Advanced facility with computer technology and software, including Google Suite and Excel.
- Adaptability, honesty, self-reliance, teamwork, dependability, flexibility, willingness to listen and learn, work ethic, determination, persistence, problem-solving, and loyalty are essential; ability to manage a fast-paced, dynamic work environment with a great sense of humor.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.

Physical Requirements and Work Environment

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate-controlled office environment.

Application Procedures

Interested candidates, please email a cover letter, resume, and contact information for three references to careers@sch.org.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.