



Director of Tuition & Financial Aid

Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in the Holy Cross Tradition, is seeking a **Director of Tuition & Financial Aid** for the *2026/2027 school year*.

If interested, please go to Cathedral's Career page at www.gocathedral.com and complete the online application.

Job Summary:

The Director of Tuition & Financial Aid serves as a trusted resource for Cathedral families, helping them navigate tuition, financial assistance, scholarships, and payment responsibilities throughout their Cathedral experience. Rooted in Cathedral's Holy Cross mission, this position approaches each family with compassion, respect, and dignity while supporting the responsible stewardship of the school's financial resources.

This position works closely with families to explain tuition obligations, financial assistance options, account balances, and payment arrangements while proactively addressing financial concerns that may become barriers to a student's continued enrollment. The position also oversees tuition receivables, collections, student accounts, and related financial reporting.

Working in partnership with the CFO, Advancement, and Admissions, this position administers tuition assistance, scholarships, the Indiana Choice Scholarship Program, Cathedral's Free and Reduced Lunch Program, and other student funding programs in accordance with Cathedral policies and program requirements. The role requires thoughtful judgment, accuracy, discretion, and the ability to balance the needs of families with the financial responsibilities of Cathedral High School.

Qualifications:

This position requires strong organizational, analytical, and interpersonal skills with the ability to manage multiple priorities and deadlines. Exceptional attention to detail, sound judgment, discretion, and the ability to handle sensitive financial matters with professionalism and compassion are essential. The position requires comfort communicating with families regarding financial obligations and addressing difficult or sensitive account matters while maintaining confidentiality.

This is a full-time, 12-month salaried-exempt position, not subject to overtime pay. The standard work schedule is Monday through Friday, 8:00am - 5:00p.m. From time to time, the role may require a variable schedule to meet the needs of the position and to support school operations.

Education and/or Experience:

- Bachelor's degree preferred; an equivalent combination of education and relevant professional experience will be considered.
- Two to four years of experience in financial aid, student accounts, accounts receivable, education, nonprofit administration, finance, or a related field preferred.

- Experience with tuition management, financial aid, scholarship programs, accounts receivable, or student information systems preferred.
- Experience reviewing financial information, maintaining accurate records, and managing confidential information.
- Proficiency with Microsoft Excel and the ability to learn and effectively use financial, tuition management, and student information systems.
- Knowledgeable teaching financial literacy, personal finance, & business.
- Ability to communicate effectively with students, parents, faculty, and administrators.
- Familiarity with Mac laptops/desktops, PowerSchool, and Google Workspace (Drive, Docs, Sheets, Slides, Forms, Gmail, Chrome) preferred, or a willingness to learn.
- Commitment to the mission and values of Catholic education.

Essential Duties and Responsibilities: *The requirements listed below are representative of the knowledge, skills, and/or abilities required for this position.*

- Oversee accurate and timely tuition billing, student account activity, financial assistance awards, scholarships, credits, and adjustments.
- Manage tuition receivables, delinquent accounts, payment arrangements, collection efforts, and related family communication in accordance with Cathedral policies.
- Administer Cathedral's tuition assistance program, including the review of financial need, award recommendations, appeals, scholarships, and monitoring of the overall tuition assistance budget.
- Monitor outstanding balances and proactively communicate with families to address account concerns and payment obligations.
- Maintain accurate student account records and provide regular reporting to the CFO regarding receivables, collections, financial assistance, scholarships, and related trends.
- Administer the Indiana Choice Scholarship Program and serve as Cathedral's primary contact with the Indiana Department of Education for program administration.
- Administer SGO scholarships and coordinate scholarship funding and documentation with Cathedral's SGO partner.
- Oversee Cathedral's Free and Reduced Lunch Program, including eligibility, documentation, reporting, and family communication.
- Partner with Admissions and Advancement to support enrollment, affordability, scholarship administration, and communication with current and prospective families.
- Respond promptly & professionally to family questions regarding tuition, financial assistance, scholarships, account balances, and payment options.
- Maintain timely and professional communication with parents, students, and families, including responding to and returning emails, phone calls, and voicemails regarding tuition, financial assistance, scholarships, account balances, and payment options.
- Protect & maintain confidentiality of student, family, and financial information in accordance with Cathedral's school policy and applicable law.
- Stay current on tuition assistance practices, state scholarship programs, funding opportunities, and relevant industry developments.
- Assist with reconciliation, reporting, year-end processes, and other Business Office responsibilities related to student accounts and tuition.
- Support the CFO and Business Office with projects and responsibilities as assigned.
- Participate in faculty meetings, department meetings, professional development, retreats, liturgies, and other required school activities.



The Job duties listed above along with the Skills & abilities described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Math & Computer Skills:

Requires the ability to accurately perform mathematical calculations related to tuition, financial assistance, scholarships, account balances, payments, credits, and reconciliations. Strong proficiency with Microsoft Excel is required, including the ability to organize, review, analyze, and reconcile financial data. Ability to learn and effectively use tuition management, financial aid, accounting, student information, and other school technology systems.

Reasoning Abilities:

Requires the ability to analyze financial and student account information, identify discrepancies, evaluate individual circumstances, and exercise sound judgment when addressing financial concerns. Ability to interpret policies and program requirements, recognize when additional review or approval is appropriate, and balance individual family circumstances with Cathedral's established practices and financial responsibilities.

Language Skills:

Requires strong verbal and written communication skills and the ability to communicate financial information clearly, professionally, and compassionately. Involves discussing sensitive financial matters with families and communicating effectively with educators, school leadership, external partners, and government agencies. The ability to prepare clear correspondence, reports, documentation, and financial communications is required.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. In this position, you must be able to communicate verbally, listen throughout the work day, walk, stand, sit, use hands for fine manipulation, extend hands and arms for keyboard usage and video displays, climb, kneel, balance, stoop, and crouch. Specific vision abilities required include vision, distance vision, ability to focus, and peripheral vision. Educators may occasionally be required to lift, carry, or move up to 25 pounds.

Work Environment:

This position works primarily in an office setting within a high school campus. Daily interactions with students, faculty, and administrators in classrooms, offices, meeting spaces, and other areas of the school. Requires the ability to shift priorities, respond to immediate needs, and return to detail-oriented work with accuracy. The work setting is typical of an active school, with periods of moderate noise and frequent student interaction. Occasional evening or weekend responsibilities may be required based on school events, enrollment activities, financial aid deadlines, or other operational needs.

Competitive Benefit Plans: Cathedral invests in your well-being, growth and future!

Health & Wellness:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long-Term Disability
- Ancillary Benefits (*voluntary insurance options*)

Financial Security & Retirement:

- 403(B) Retirement Plan with Employer Match

Family & Work-Life Balance:

- Paid Parental Leave
- Generous Time Off Policy
- Paid Holidays
- Bereavement Time
- **Employee Discounts:**
 - Irish Blessings On-Site Daycare
 - Camp Cathedral for Dependents
 - Athletic & Theatre Passes

Professional Growth:

- Tuition Remission
- Tuition Reimbursement
- Paid Professional Development Hours
- Ongoing training and workshops

Additional Perks:

- Cafeteria Perks
- Johnny Mac's Cafe
- Spirit Shop Discounts
- Wellness Perks
 - Employee Assistance Program (EAP)

*****Benefits are subject to change*****