

Title IV Compliance Officer

The Financial Aid Title IV Compliance Officer manages the delivery and accountability of federal, state and institutional financial aid funds to undergraduate and graduate students.

Job Duties:

- Primarily responsible for Title IV financial aid programs
- Conducts financial aid compliance tests for each program, to ensure strict adherence to federal regulations and guidelines, policies and procedures
- Maintain compliance with the Code of Federal Student Aid Regulations (NASFAA)
- Revise policies and procedures to accommodate changes in federal and state regulations as well as institutional policies and ensures that established procedures are followed
- Review financial aid verification files to ensure program compliance
- Update the financial aid Standard Operations Procedures Manual and Financial Aid Website, as appropriate
- Handle escalated issues related to program compliance with higher education agencies and third party advocates.
- Develop and implement an effective program review of aid programs; proactively auditing processes, practices and documents
- Educate and train employees on compliance related regulations
- Ensure that the office operations and business transactions follow all relevant legal requirements as promulgated in student aid regulations
- Oversee cases involving financial aid fraud and abuse
- Other duties as assigned

Qualifications:

- A bachelor's degree, finance, business management, or a related field.
- At least three years of proven experience in financial aid operations.

Requirements:

- Good knowledge of requirements and procedures of financial aid.
- Excellent oral and written communication skills.
- Highly analytical with strong attention to detail.
- Management experience (preferred).
- Strategic thinking

How to Apply

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.