

## **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](mailto: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.