



Mission Statement

"Sacred Heart-Griffin is a Catholic, Dominican college preparatory high school that welcomes a diverse population to pursue academic excellence within the Dominican values of study, prayer, service and community."

Tuition and Scholarship Manager

Type of Employment: Full-time

Job Summary:

The Tuition and Scholarship Manager is responsible for the processing of tuition and fees from the Sacred Heart-Griffin High School families and helps administer the awarding of financial aid and scholarships.

Qualifications:

- Education: high school graduate; thorough training in word processing, spreadsheets, computerized accounting.
- Experience: minimum two years' experience with bookkeeping.
- Special job requirements: effective organizational and time management skills; good communication and human relations skills.

Job Relationships:

- Responsible to the President and Business Manager.
- Consults with Principal, Dean of Students, and Guidance Department as needed.
- Meets with Financial Aid/Scholarship Committee.
- Relates to SHG families, FACTS Management Company, and local parishes/schools, organizations and other groups regarding scholarships.

Responsibilities:

1. General/Professional
 - Keeps current in professional/technical areas related to tuition management.
 - Maintains confidentiality as appropriate in all business dealings.
 - Supports and interprets the Dominican Sisters' Christian mission and philosophy.
2. Organizational/Financial
 - Prepares, distributes, and collects tuition and fee information.
 - Collects and records tuition, fees, and other payments.
 - Maintains FACTS tuition management program.
 - Oversees collection of delinquent accounts.
 - Prepares, distributes, and collects information for financial aid and scholarships.
 - Evaluates financial aid and scholarship applications and determines grant amounts; applies financial aid and scholarship funds to tuition, and notifies families of the award.
 - Conducts informational meetings regarding tuition, financial aid and scholarships for potential families.
 - Performs other tasks as requested by the President or by the Business Manager.

Working Conditions:

Works in a well-lighted, well-ventilated, heated/air-conditioned, and smoke-free area; is subject to frequent interruptions; safety hazards are minimal.

Salary/Benefits:

- Salary commensurate with level of education and years of experience
- Dental insurance
- Health insurance
- 403(b) matching
- Flexible spending account
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan

School Website:

www.shg.org

Job Posting Date: December 7, 2023

How to apply: Interested applicants should send a cover letter and resume to Tom Fiaush, Business Manager, at fiausheshg.org.