

**Office/Department:** Office of Financial Aid and Scholarships

**Director:** Mr. Brad Barnett

**Mission Statement:** We will ASSIST with identifying and obtaining resources to finance higher education; DELIVER funds in a timely and equitable manner; and EDUCATE, so that informed financial decisions can be made.

**Functional areas included in this office/department:**

- Program Development
  - Educational programming to campus groups and classes regarding financial issues (e.g. financial literacy, financial aid, etc.)
  - Participation in campus wide events and fairs (e.g. Orientation fairs, Choices, etc.)
- Aid Processing
  - Processing over \$180 million annually in financial aid funds
  - Publication and on-line presence to educate students on the aid process, as well as explain any applicable regulations governing the administration of the aid programs
- Policy Development
  - Creation of institutional policies governing the administration of financial aid
  - Interpretation of federal and state policies regarding the administration of financial aid
- Training and Development
  - Attend office training schedule during the academic year
  - Training in media format to supplement office training meetings (e.g. web-based, dvd, etc.)

**1. Students who participate in this experience will gain understanding of financial aid as a profession and the influence financial aid has on contemporary higher education through the following tasks and activities:**

- Participation in departmental staff meetings, committee meetings, and professional development opportunities as appropriate.
- Primarily focus on enhancing financial education efforts, to include, but not limited to, revising financial literacy section of the office website, creation of brief financial education videos, conducting an external scan of other colleges/universities to ascertain if there are efforts we should adopt at JMU.
- Student does not need to have technical skills necessary for web site development. Support will be provided in that area. Student will provide content and structure for the site.

**2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:**

- N/A

- 3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:**
  - o Evaluate the effectiveness of current financial education efforts and provide recommendations for improvements.
  
- 4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:**
  - o Weekly meetings with practicum supervisor.
  - o End-of-semester formal evaluation with practicum supervisor.
  - o Informational interviews with and feedback from selected staff members.
  
- 5. Specific expectations of students assigned to this site include:**
  - o Abide by confidentiality agreement.
  - o Establish and maintain regular office hours.
  - o Attend required meetings and office events.
  - o Ask for assistance when needed.
  - o Complete assigned projects in a timely, organized, and professional manner.
  - o Be a self-starter with a professional orientation.

**Contact Person**

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