

# Kristi Dupree Waters

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Student Services Center | 318-357-5961 | watersk@nsula.edu

## Professional Summary

Dedicated and enthusiastic professional with over 16 years' experience in higher education. Highly skilled in tracking details, communicating deadlines, and following up with student, parents and University Faculty and Staff until the issue is resolved. Experience working with a diverse population of traditional and nontraditional students, both in person and in an online environment.

## Education

ASSOCIATE OF GENERAL STUDIES - December 2000 | Northwestern State University

## Experience

### **ASSOCIATE DIRECTOR OF FINANCIAL AID AND SCHOLARSHIP | NORTHWESTERN STATE UNIVERSITY |**

#### **MAY 2013 - PRESENT**

Administer all federal, state, and institutional policies and procedures relating to student financial aid  
Supervise and monitor work progress and distribution of all Awarding, Scholarships and Student Employment  
Counsel students and parents in all aspects of Financial Aid  
Recommend and administer policies and procedures to enhance operations; train staff on any changes to policy  
Responsible for banner setup for all awarding  
Contact person for all Private lending agencies and handle issues with lending agencies including reviews  
Run and evaluate accuracy of Banner Budgeting and Packaging system, identify and resolve questions or problems on awarding issues  
Run and evaluate accuracy of disbursement reports, identify and resolve questions or problems on the disbursement issues  
Run and evaluate pell, loan, TEACH origination reports, transmit file to COD  
Send, receive, load and work all files received from the DOE, NSLDS, COD regarding Awarding such as EI, MPN, PLUS, Etc.  
Responsible for developing, reviewing, and transmitting report data to internal and external departments or agencies and maintaining a working relationship with Information Systems.  
Process College Transcripts – work closely with Admission and Registrar's office on this process.  
Pell and Direct Loan reconciliation.  
Determine eligible and process Teacher Education Assistance for College and High Education (TEACH) grant, Perkins loan, Go Grant.  
Responsible for Default management also Research and resolve default, aggregate and bankruptcy issues.  
Process Transfer Monitoring.  
Oversee and backup on processing Return to Title IV for those students who are determined to have officially and unofficially withdrawn.  
Create, process and send student emails in reference to awarding, disbursement, exit interviews, etc.

### **ASSISTANT DIRECTOR OF FINANCIAL AID SERVICES | NORTHWESTERN STATE UNIVERSITY | MARCH 2006-MAY 2013**

### **COORDINATOR OF CLIENT SERVICES | NORTHWESTERN STATE UNIVERSITY | MARCH 2006 – AUGUST 2004**

### **LOAN OFFICER| NORTHWESTERN STATE UNIVERSITY | MARCH 2006 – OCTOBER 2002**

### **ADMINISTRATIVE COORDINATOR 3| NORTHWESTERN STATE UNIVERSITY | OCTOBER 2002 – MARCH 2000**

### **OFFICE COORDINATOR SUPERVISOR| DPS&C OFFICE OF YOUTH DEVELOPMENT | JANUARY 1995 – MARCH 2000**

## **Accomplishments/Honors**

University Verification Credentialing, National Association of Student Financial Aid Administrators NASFAA 2016

University Professional Judgement Credentialing, National Association of Student Financial Aid Administrators NASFAA 2016