



JOB DESCRIPTION

JOB TITLE: Director of Financial Aid	FLSA: Exempt
Department: Financial Aid	Date 5/19/2015
Security Sensitive: Yes	Grade: D61
Reports To: Vice President of Student Services	

Job Summary

Under the general supervision of the Vice President of Student Services, the Director of Financial Aid has responsibility for the Office of Student Financial Aid and Student Employment and administers the student financial aid program including federal, state and local funds.

Essential Job Functions

- Manages and supervises all financial aid processes for awarding student loans, grants, and scholarship packages;
- Develops and monitors the Financial Aid Office budget including personnel needs, departmental operating expenses;
- Develops student costs of attendance (individual student budgets) including tuition, books, fees, room and board etc.;
- Monitors college work-study expenditures, students' satisfactory academic progress, day care expenditures, federal and state grant expenditures, etc.;
- Reconciles student receivable accounts with the Business Office;
- Interprets and applies federal laws and regulations; college policies and regulations; and state regulations relating to the delivery of student financial assistance;
- Oversees all administrative functions of the Financial Aid Office by supervising, providing ongoing professional development opportunities, and evaluating all full-time and part-time employees;
- Calculates refunds and repayments for students who withdraw from school;
- Determines students' day care eligibility, arranges day care with vendors, sends out contracts;
- Ensures that the College has exception-free Financial Aid audits and program reviews by keeping abreast of and implementing all federal and state laws and regulations that pertain to the programs administered by the Financial Aid Office;
- Maintains College's Financial Aid data to assure timely and accurate submission of required federal, state and local reports;
- Develops and directs financial aid strategies within the framework of federal and state regulations that are consistent with the enrollment management objectives of the College and by administering financial aid, scholarships and student employment programs that support student recruitment and retention
- Utilizes and maintains the current Financial Aid module in the College's student information system (SIS). Ensures that the system is used effectively and that processes

and product enhancements are developed which are technologically up-to-date and user/student friendly;

- Contributes to student satisfaction through delivery of quality customer service in all aspects of the administration of financial aid and student employment services;
- Ensures that students are informed about their eligibility for financial aid by developing and directing a system for collecting and evaluating applications, and for the timely and effective awarding of all types of financial aid;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Bachelor’s Degree (Master’s degree preferred) in student personnel or related area and a minimum of three years of increased administrative responsibilities for financial aid programs at a college or university or an equivalent combination of education and experience;
- Knowledge of federal, state, and institutional financial aid programs;
- Ability to deal effectively with a diverse student body;
- Ability to commit to a team-building approach;
- Experience with need analysis, counseling, and packaging aid;
- Ability to work under pressure to meet timelines and objectives;
- Good interpersonal and communication skills.

Work Environment

- This position is primarily sedentary, working at a desk in a climate controlled office or attending meetings with no exposure to work hazards.

Special Requirement

- Ability to travel to workshops and conferences on behalf of the College;
- Ability to work flexible work schedules including evenings as needed;
- Subject to criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date