

JOB TITLE: Director
DEPARTMENT: Financial Aid

B-CAT: 193X00
EEO: Professional/Administrative
EE Class: Administrative

Nature of Work

This position involves work of a highly technical and professional nature. The Director of Financial Aid is responsible for managing the Financial Aid Office and administering the Financial Aid Programs. Federal and state financial aid and VA regulations must be learned and applied to the management of day-to-day financial aid procedures and processing of forms. The Director reports to the Vice President of Student Affairs. Incumbent supervises a staff of three.

Illustrative Examples of Work

- Develops and implements a plan for the awarding and distribution of funds to eligible students in a timely, accurate, and equitable manner.

 - Determines and prioritizes objectives.

 - Plans for effective distribution of financial aid funds to eligible recipients.

 - Provides leadership to the financial aid staff.

- Directs the efforts required to maintain a financial aid computerized management system.

- Ensures compliance with all appropriate federal, state and institutional policies and regulations.

- Coordinates the necessary procedures to ensure the availability of funds, disbursement of financial aid, and internal accountability of funds.

 - Coordinates state funding requests and required program reporting.

 - Sets policies and procedures.

- Prepares reports for federal and state agencies, annual audits, and/or program reviews.

- Prepares and administers all financial aid award budgets and all office administrative budgets.

 - Provides programs to assist veterans to receive their appropriate VA benefits.

 - Trains and supervises the financial aid office staff and student workers.

 - Reviews financial aid forms and administers the development of new forms.

 - Counsels students and parents about financial aid programs.

 - Conducts financial aid workshops for area high schools.

 - Attends professional workshops and meetings.

Desirable Knowledge, Abilities, and Skills

Knowledge of student financial aid compliance and reporting requirements. Ability to communicate effectively (both oral and written forms).

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Strong interpersonal skills.
Ability to develop reports, and maintain close working relationships with other offices and departments.
Ability to recommend and coordinate staffing.
Ability to work with external agencies and local school districts to coordinate financial aid efforts.
Ability to interpret Federal and State regulations to ensure compliance.
Skills in working with a diverse parent and student population.

Desirable Education, Training and Experience

Bachelor's degree required, Master's preferred
One to three years experience in financial aid preferred
Experience with computer technology, Banner System preferred
Experience with customer service
Experience with governmental reporting, state and federal financial aid preferred
Supervisory experience
Excellent interpersonal skills

This position description may not describe all duties, responsibilities and skills associated with this position. It is intended to portray the major aspects of the job. Other duties or skills may be required.