



Position Description

Position: Director of Financial Aid	Position Number: M-_____
Department/Site:	FLSA: Exempt
Evaluated by: Dean of Admissions and Records	Salary Range: _____

General Description

Under the direction of the Dean of Admissions & Records, plan, organize, and supervise a Financial Aid Office with a permanent staff of ten that awards over eight million dollars in federal and state funding to approximately five thousand students; review and interpret needs analysis documents, and prepare financial aid packages; participate and assist the dean in the selection and evaluation of staff.

Essential Duties and Responsibilities

- Serve as an office manager, and supervise and coordinate the day-to-day operations of the Financial Aid Office; monitor workflow and activities; assign and review work in progress; review completed work to assure conformance to established standards and procedures, and train personnel as necessary.
- Assist the dean with the development and implementation of various policies and procedures to comply with changes in regulations, the law, and the college needs; provide advice and consultation to various campus decision-making groups in areas affecting financial aid programs; communicate with campus personnel, outside agencies, and the public to provide assistance and information regarding financial aid policies and procedures.
- Train and evaluate assigned staff; develop work and vacation schedules to assure appropriate staffing levels and workloads.
- Assist in the preparation of the budget; coordinate the preparation of the institutional request for federal financial aid program funding; and prepare and maintain a variety of records, files, and reports related to financial aid operations.
- Determine eligibility for financial aid in accordance with the appropriate regulations, guidelines, and procedures for various aid programs, as well as institutional policies; conduct award interviews.
- Maintain current knowledge and assure compliance with a variety of federal, state, and college relations, requirements, and guidelines governing various aid programs.
- Monitor satisfactory academic performance of aid recipients; apply probation and disqualification policies and procedures as appropriate.
- Assist students and provide technical guidance in completing application forms and obtaining
- Plan, organize, and supervise the operation and staff in the Financial Aid Office.
- Monitor satisfactory academic performance of aid receipts; apply probation and disqualification policies and procedures as appropriate.



Position Description

- Assist students and provide technical guidance in completing application forms and obtaining required documentation; explain and interpret aid program regulations, restrictions, and procedures.
- Analyze data and determine eligibility for financial aid.
- Maintain current knowledge of guidelines, regulations, and application procedures for a variety of financial aid programs.
- Add, subtract, multiply, and divide quickly and accurately.
- Read, interpret, apply, and explain complex rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Schedule workflow and procedures; meet schedules and timelines.
- Work confidentially with discretion.
- Work effectively with a diverse student and staff population.

Minimum Qualifications

- Earned degree received from an accredited institution or an equivalent foreign institution by the screening date.
- Foreign transcripts transcribed in English and evaluated for U.S. equivalency by a bonafide evaluation service.
- Evidence of ability to communicate effectively, in English, with a diverse population, both orally and in writing.
- Strong interpersonal skills.
- Ability to hire, train, supervise and evaluate a staff with diverse responsibilities.
- Ability to maintain confidentiality of sensitive information.
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.
- Possession of a Bachelor's degree (Master's degree preferred).
- Progressively responsible experience processing large volumes of applications for funding utilizing governmental regulations and technology.
- Minimum of three years of student financial aid experience in a community college setting, preferred.
- Supervisory experience.

Preferred Qualifications