



JOB DESCRIPTION

JOB TITLE: Director of Financial Aid

REPORTS TO: Vice President for Fiscal Services

CLASSIFICATION: Administrative II

STATUS: Full time, exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: This is an administrative level position providing support to students and parents with the Financial Aid process. The main duties of this position include reviewing Financial Aid application materials; assimilating and comprehending Federal regulations and policies; performing data entry functions as required; and, providing current and potential students with general information regarding the programs, services, and facilities of the college.

DUTIES AND RESPONSIBILITIES:

- Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance
- Oversees all facets of the daily operations of the Financial Aid Office, ensuring compliance with the college, state, and federal laws, policies, and regulations
- Participates in development, implementation and maintenance of policies, objectives, short- and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals
- Administers accounting, reporting, and funding levels for specific programs; coordinates audits and program reviews
- Develops or assists with the development and implementation of policies and procedures consistent with those of the College to ensure efficient and safe operation of the Financial Aid Office
- Manages specialized databases and personal computer networks
- Develops annual operating budgets and provides fiscal direction to the office
- Coordinates activities of Financial Aid Office with those of other institutional offices in administering financial aid programs

- Represents the college at various community and/or high school meetings; promotes existing and new programs and/or policies
- Directs and oversees the institutional Financial Aid and scholarship delivery system within applicable Federal and state statutes and regulations; interprets federal regulations, guidelines and professional literature on financial aid; informs Financial Aid staff of changes, modifications and interpretations resulting from new or current legislation; establishes and implements the philosophy, goals, budget and operating policies and procedures for the Financial Aid Office; hires, trains, supervise, evaluates and disciplines department employees; develops, manages and oversees department budget; monitors expenditures and funding availability
- Prepares and submits appropriate applications and reports for the continued funding of Federal and state Financial Aid programs; ensures compliance with all applicable Federal and state laws and regulations; prepare Financial Aid and scholarship disbursement requests; certifies loan applications; calculates/processes Title IV refunds; reconciles Financial Aid account balances with Fiscal Services office and Federal and state records
- Advises students and parents regarding eligibility and responsibility, program requirements, alternative resources and budgeting; provides information individually and in group presentations for both Financial Aid and scholarship programs; retrieves, processes, and transmits data to and from external sources; composes letters to legislative members expressing concerns and advocating Financial Aid issues
- Interacts with various outside groups, agencies, associations, and individuals about issues concerning the College's administration of Financial Aid programs
- Monitors students' enrollment to ensure that satisfactory academic progress is maintained
- Maintains both college records and student records that document activities of the Financial Aid Office and provides data for reports
- Keeps current on changes in laws and regulations to ensure that the school remains in compliance
- Assists in reporting Pell Grant expenditures
- Reconciles student Financial Aid data provided to the Business Office to ensure that all payments have been made, refunds are accounted for, and expenditures are reported
- Compiles and submits of all institutional, state and Federal reports concerning Title IV student aid programs
- Prepares for and participates in program reviews and audits
- Maintains OTAG and Federal Work Study program oversight
- Cross-trains on multiple financial aid tasks

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Self-directed, with good organizational skills
- Adaptability
- Computer-literate with recent data entry experience
- Ability to analyze data
- Possess good oral and written communication skills
- Ability to work effectively with a variety of individuals
- Knowledge of computer software, including PowerPoint, Excel, MS Word
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/ EXPERIENCE REQUIRED:

- Bachelor's degree required; Masters preferred
- Minimum of three (3) years of experience in Financial Aid

SPECIAL REQUIREMENTS:

- Minimum travel between campuses may be required

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____