

JOB DESCRIPTION



Position Title: Director of Financial Aid

Department: Student Services

Employment Category: Administrative Staff

Primary Location: Sierra Vista Campus
District-wide

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS18

Position Summary: The Director of Financial Aid is responsible for administering all college financial aid, student records and registration functions and programs for the college, providing leadership in the administration of the college's financial aid programs and ensuring compliance with federal, state and college rules and regulations.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Develops and oversees the implementation of policies and procedures related to administering financial aid and veterans' affairs programs, scholarships, loans, and work-study programs, in compliance with federal, state, local and college policies and regulations; serves as a resource to the college in the recruitment and retention of students throughout the district

Supervises professional, technical and support staff, overseeing the delivery of a variety of financial aid, registration, and record retention functions to a diverse clientele, with an emphasis on quality customer service; provides leadership for staff development and training; manages budget and ensures institutional compliance through interpretation of guidelines, rules, regulations and public laws of federal, state and other funding agencies and regulatory bodies

Prepares reports and information regarding financial aid according to requirements set forth by federal, state, institutional or private agencies; reviews all federal and state financial aid audits performed within the student services area; serves as a resource to students, staff and local communities regarding financial aid opportunities, regulations and the interpretation of laws governing financial aid programs

Ensures maintenance of Department of Education software program to enable secure receipt and transfer of financial aid information electronically; manages computer applications to ensure optimum effectiveness and efficiency; serves on committees as requested to support the institution fulfill its mission and as a member of the Enrollment Management and Student Support Services staff

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in business, counseling or related field from a regionally accredited institution of higher learning recognized by the US Department of Education, Master's degree preferred

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Five years progressively responsible financial aid experience
Two years supervisory experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Knowledge of principles, practices, methodology, and procedures for the provision of student financial aid, registration, and student records management
Knowledge of Federal, State and local laws, regulations and policies pertaining to the provisions of student financial aid and student records management
Knowledge of financial/business analysis techniques
Skill preparing, monitoring and administering budgets
Skill in analyzing and interpreting financial information, recommending solutions and implementing results
Skill in presenting ideas and concepts orally and in writing
Skill in effective supervisory practices and techniques
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under limited supervision in an office setting with appropriate climate controls. Travel is required. Early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Dean of Student Services

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.