Director, Associate Financial Aid

FLSA Status: Exempt
Pay Grade: 22
Job Title ID: 12251
Job Series/Job Family: Student Support & Success Series / Financial Aid & Veterans Affairs Family

Reports To

Director, Student Assistance & Veterans

Job Purpose

To develop, implement, and maintain the daily operations of the Student Financial Assistance office; coordinate the administration of student financial assistance programs; ensure compliance with federal, state and local regulations, and College policies and procedures.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Directs, develops, implements, and monitors the day-to-day operations of the Student Financial Assistance District Office, and creates and/or recommends operational policies and procedures.
2. Supervises, hires, trains, and evaluates the performance of Student Assistance staff at the District Office.
3. Coordinates the administration of all federal and state student financial assistance programs, including the continued interpretation of existing regulations, and the development of new guidelines.
4. Prepares and submits federal, state, and institutional reports.
5. Prepares and submits funding requests and ensures proper fund utilization; coordinates and assists during internal and external auditing activities.
6. Researches problems and/or questions in relation to students with unique or unusually complex financial aid matters requiring interpretation of regulations.
7. Manages the distribution and utilization of student aid funds.
8. Identifies and recommends information requirements in relation to the development of automated reporting systems for the various financial aid programs.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Regulations governing federal, state and institutional financial assistance programs.
- Student financial assistance policies and protocol.
- Federal, state, and institutional financial assistance reporting requirements.
- Distribution and utilization processes in relation to student aid funds.
- Basic statistics and accounting principles.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Administering student financial assistance programs.
- Coordinating internal and external auditing activities.
- Researching complex financial aid problems.
- Supervisory, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Four years work experience in administration of student financial assistance programs, including two years supervisory experience.

Education

Required

- Bachelor's degree in related field.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.