Executive Director, Student Assistance & Veteran Affairs

FLSA Status: Exempt
Pay Grade: 99
Job Title ID: 221046
Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Vice President, Student Support and Success Systems

Job Purpose

Responsible for the administration of a comprehensive student assistance and veterans programs ensuring compliance with all appropriate federal, state, and institutional policies and regulations.

Description of Duties and Tasks

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

Required

1. Develops, directs, implements and administers the District's student financial aid services and veteran student assistance programs.
2. Administers the process of application for federal and state funds and dissemination of financial aid awards.
3. Responsible for the strategic planning and operational management of the Financial Aid and Veteran Affairs Office.
4. Reviews and recommends policies and procedures in adherence with federal and state law for the student assistance and veterans affairs office.
5. Provides interpretation, oversight and guidance in implementing student financial aid programs to ensure compliance with internal and external regulations related to federal, state and local funding of student financial aid.
6. Administers the preparation of all internal and external financial aid and veteran affairs reports for the District as well as for internal and external audits. Responsible for the integrity of the financial aid database.
7. Serves as content expert and coordinate training for financial aid information systems.
8. Responsible for personnel management activities for Financial Aid and Veteran Affairs Office.
9. Provides leadership, supervise and evaluate office personnel in a multi-campus setting. Provides guidance and support concerning personal and professional development.
10. Plans, recommends and implements departmental budget for Financial Aid and Veteran Affairs Office.
11. Represents the institution as the spokesperson on financial aid and veterans issues and participate in appropriate professional activities.
12. Counsels students/parents with special circumstances; review cases and appeals and makes final determinations of eligibility.
13. Ensures appropriate safety training is completed, and compliance with all health and safety rules and processes

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

- Must have thorough knowledge of state and federal aid programs, in particular, the reporting requirements,

audit functions, and regulatory compliance.
- Must have knowledge of computerized systems and data processing operations.
- Must have fundamental management knowledge and know basic statistics and accounting principles.

Preferred
- Strong analytical skills to apply data and research to support forecasting and strategic campus wide planning in financial aid.

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
- Ability to operate and manage in a large multi-campus environment.
- Excellent communication and interpersonal skills.
- Excellentorganizational and planning skills
- Excellent problem solving skills
- Maintaining confidentiality of work related information and materials.
- Ability to maintain an established and flexible work schedule.

Computer Skills

Required
- Demonstrated proficiency using standard office software applications.

Physical Requirements

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

Work Experience

Required
- Five years experience in financial aid administration in a supervisory capacity as a director or associate director of financial aid.

Preferred
- Senior level management experience in higher education.
- Experience in administering aid in a highly automated multi-campus setting.

Education

Required
- Master's degree.

Safety

Required
- Provide resources for safe operation of units. Create and support workplace safety.