

<b>Financial Aid Director</b>					
<b>Division</b>	Instruction & Student Services	<b>Department</b>	Student/Enrollment Services, Financial Aid		
<b>Classification</b>		<b>Revised</b>	n/a		
<b>Supervisor</b>	Dean of Student Services	<b>Position #</b>		<b>Job Class</b>	
<b>Statement of Primary Purpose</b>					
Responsible for the overall operation of the student financial aid office, which administers approximately \$2.5 million in aid to about 1,000 students per year. Responsibilities include managing and awarding funds, fiscal reporting, developing all policies and procedures, counseling students and supervising employees.					
<b>Classification</b>					
<b>Essential Functions and Responsibilities</b>					
<ul style="list-style-type: none"> <li>• Administers and manages all financial aid programs in compliance with federal, state and institutional requirements.</li> <li>• Prepares all applications to request funds, and all reports to track fund usage.</li> <li>• Makes awards to students of federal and state grant funds upon final verification of student eligibility.</li> <li>• Manages Stafford Loan program including all certifications and processing.</li> <li>• Measures Satisfactory Academic Progress and notifies students of failure to meet standards.</li> <li>• Counsels students and their families on complex financial aid issues.</li> <li>• Makes decisions on requests for Professional Judgments.</li> <li>• Supervise financial aid office employees and conduct performance evaluations.</li> <li>• Maintain oversight for Federal Work-Study program and Scholarship program managed by other financial aid employees.</li> <li>• Serves as the financial aid representative to prospective students and community groups, faculty organizations, and governmental agencies.</li> </ul>					
<b>Additional Duties and Responsibilities</b>					
<ul style="list-style-type: none"> <li>• Serves on several committees addressing college-wide issues, as requested, and heads the Financial Aid Committee.</li> </ul>					
<b>Minimum Qualifications</b>					
<b>Education</b>	Related Bachelor's degree (Master's degree preferred)				

<b>Financial Aid Director</b>			
<b>Division</b>	Instruction & Student Services	<b>Department</b>	Student/Enrollment Services, Financial Aid
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Attention to accuracy and detail.</li> <li>• Ability to prioritize and multi-task.</li> <li>• Current computer skills.</li> </ul>		
<b>Physical Demands</b>	None		
<b>Licensing Requirement</b>	None		
<b>Working Conditions and Environment</b> (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)			
Extremely long hours at peak periods before and after beginning and end of semesters. Normal office setting. Occasional travel required.			
<b>Equipment Operation</b>			
Standard office equipment.			
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.			