

# JOB DESCRIPTION



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**Position Title:** Assistant Director of Financial Aid

**Department:** Financial Aid

**Employment Category:** Exempt Staff

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Exempt

**Remote Work Eligible:** No

**Parameters:** Full-Time; 12 Months/Year

**Pay Grade:** EX10

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**Position Summary:** The Assistant Director of Financial Aid is responsible for managing assigned financial aid programs and services, coordinating with the Department of Education in transmitting and receiving files, managing corrections and reconciliations, awarding of funds, and reporting in compliance with policies 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:

Oversees data collection processes for students seeking financial aid; reviews applications and all related documentation to ensure student eligibility requirements are satisfied per all federal, state and institutional laws, regulations and rules

Coordinates initial award estimates, authorization and certifications of student awards and loans in compliance with current law, rules and regulations; assists in preparing reports and information documents concerning financial aid as required by federal, state, institutional and/or private agencies

Utilizes and updates tracking system for financial aid correspondence; creates, distributes and tracks award letters; maintains records for all financial aid related activities; performs National Student Clearinghouse SSCR reporting

Maintains knowledge of financial aid guidelines and procedures to evaluate and determine student eligibility for financial aid programs

Implements and tests all new student information system and Department of Education financial aid releases and updates in conjunction with IT staff and works collaboratively to resolve technology related issues

Supervises assigned staff, including hiring, training, managing performance, and making recommendations on employment

Attends assigned division and district-wide meetings as required; represents the director of financial aid as assigned

Conducts routine exit interviews with students according to federal/donor regulations and processes paperwork for students leaving school to inform them of obligations of loan agreements; debt counseling as appropriate

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.

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## **Education and Experience Requirements:**

Bachelor's degree from an institution accredited by an institutional accrediting body of higher learning higher learning recognized by the US Department of Education

Three years related 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

Working knowledge of current financial aid regulations, principles and techniques

Knowledge of or ability to learn the student information system software, SIAG Ed connect, and US department of education software

Knowledge of federal, state, and local laws, regulations and guidelines related to assigned work

Knowledge of automated records processing

Knowledge of the college's financial aid system as well as outside agencies reporting and operating systems

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill maintaining and reconciling financial aid records

Skill in gathering and analyzing data, compiling information and preparing reports

Ability to exercise sound judgement and maintain confidentiality

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 use personal computer and standard office equipment

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Ability to work accurately, efficiently, and effectively with a variety of data with attention to detail

Ability to maintain accurate office procedures

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**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:** Director of Financial Aid

**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.