

## **DIRECTOR, FINANCIAL AID**

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### **DEFINITION:**

Under direction, to plan, organize and supervise the daily operations of the financial aid office, including scholarship and veteran's programs; to conduct outreach and training regarding financial aid; to prepare and maintain the unit budget; to prepare and maintain a variety of reports and records; to participate in the determination and awarding of financial aid; and to perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

This is single position supervisory job with delegated authority for daily operations of the financial aid office including veteran's and scholarship programs. This job is distinguished from Financial Aid Technician which is a support class performing more limited duties under the supervision of this position.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plans, organizes and supervises the daily operations of the college's financial aid office;
- Establishes and implements college financial aid policies and procedures in accordance with federal, state and other guidelines and regulations; monitors changes in regulations and updates policies and procedures to ensure compliance;
- Prepares and maintains the financial aid office budget, keeps records, and prepares monthly and other recaps, reports and summaries;
- Plans, organizes and supervises the work of financial aid office staff; interviews and recommends selection of job applicants, trains employees, documents performance, provides counseling on work issues, and recommends discipline and improvement plans;
- Prepares and maintains a variety of federal, state, student and other reports, records and correspondence;
- Evaluates student, family and veterans information to determine financial aid eligibility and award financial aid, grants, scholarships, loans and fee waivers; approves emergency fund awards; prepares check runs and disburses checks;
- Operates and maintains financial aid computer programs;
- Works with auditors to document program compliance, furnish required information, and implement corrections;
- Advises and counsels families, students and others on financial aid issues; develops financial aid consumer information, conducts loan workshops, makes school and community presentations; disseminates scholarship information and provides training on financial aid to, and coordination with, other campus departments and programs;
- Solicits funds and prepares grant applications related to scholarships and financial aid;
- Monitors and stays abreast of developments in financial aid, and changes in regulations.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

Principles and practices of student financial aid administration including grants, loans, scholarships, waivers, and emergency funds.

Guidelines and regulations governing the eligibility, award, monitoring and reporting of student financial aid, including special veterans provisions.

Basic accounting principles and practices.

Computer systems and financial aid software.

Systems and methods of budget preparation and maintenance.

Basic supervisory practices.

Skill in:

Interpreting and applying federal, state and other regulations and guidelines pertaining to student financial aid, scholarships, and veterans payments.

Establishing and maintaining policies and procedures for student financial aid.

Analyzing student and family financial status and awarding student financial aid.

Preparing reports, correspondence and other written materials and making presentations pertaining to financial aid.

Establishing systems for and preparing and maintaining reports and records.

Establishing and maintaining effective working relationships with persons of diverse socio-economic backgrounds, including under tense circumstances.

Operating and maintaining financial aid computer software.

Supervising employees including training, assigning and evaluating work, counseling, and documentation.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; may be required to attend meetings and make presentations outside of scheduled work hours. As an exempt employee, the incumbent may be asked to work variable schedules.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A Bachelor's degree in finance, accounting or a closely related field, and three years of experience in determining eligibility and awarding financial aid. Community college experience is preferred.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting.