

Financial Aid Director (Salary range for the position be listed as \$80k-\$100k)

Job Title: Financial Aid Director

Department:

Reports to: Chief Administrative Officer

Effective Date: Open until filled

Job Summary:

The Director of Financial Aid supports the Office of Student Financial Aid and Enrollment, responsible for the administration of the student financial aid program, which encompasses federal, state, and local funding, while working under the general supervision of the Chief Administrative Officer.

Essential Job Functions:

- ☐ Manages and supervises all financial aid processes for awarding student loans, grants, and scholarship packages.
- ☐ Reconciles federal, state and scholarship funds with the Business Office.
- ☐ Interprets and applies federal laws and regulations, college policies and regulations, and state regulations relating to the delivery of student financial assistance along with reports and filings.
- ☐ Develops complex advancement reports using SQL and Microsoft Office; performing ad hoc and structured data analysis.
- ☐ Develop and maintain current procedure manuals for all Financial Aid Office functions.
- ☐ Develops and directs financial aid strategies within the framework of federal and state regulations that are consistent with the enrollment management objectives of the College and by administering financial aid, scholarships and student employment programs.
- ☐ Implements best practices in data management to ensure the integrity of the data, the quality of the data processes and delivers analyzable or analyzed data to a variety of internal and external clients.
- ☐ Contributes to student satisfaction through delivery of quality customer service in all aspects of the administration of financial aid and student employment services (College Work Program).
- ☐ Maintains confidentiality of information exposed to during business regarding students, supervisors, and other employees.
- ☐ Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, daily, and predictable on-site attendance is a job requirement.
- ☐ Other institutional duties as assigned.

Minimum Education, Skills and Abilities:

- ☐ Bachelor's degree (MBA or CPA preferred) in finance/accounting and a minimum of ten years of increased administrative responsibilities for financial aid programs in higher education.
- ☐ NASFAA credential preferred.
- ☐ Knowledge of federal, state, and institutional financial aid programs
- ☐ Ability to deal effectively with a diverse student body.
- ☐ Experience with need analysis, counseling, and packaging aid
- ☐ Ability to work flexible work schedules including evenings as needed.

Note: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.