

## Director of Financial Aid

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**Department:** Admission and Financial Aid **Job Status:** Full Time  
**FLSA Status:** Exempt **Reports To:** Vice President for Enrollment Management  
**Grade/Level:** M4 **Amount of Travel Required:** 10%  
**Work Schedule:** **Positions Supervised:** Department

### POSITION SUMMARY

Provides leadership and vision to manage the University's financial aid budget; provide ongoing financial projections and data analysis; and make recommendations on awarding policies and procedures to meet University enrollment goals.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Supervise personnel in accordance with University policies and applicable laws. Responsibilities include: interview, hire, and train employees; plan, assign, and direct work; reward and discipline employees or make such recommendations to the appropriate manager; address complaints and resolve problems.
- Lead staff meetings, share information as appropriate, promote the development of ideas for improved service and efficiency, and encourage teamwork.
- Develop, implement and revise policies and procedures to ensure compliance with federal and state laws, regulations and University policies related to financial aid and scholarships.
- Coordinate and manage all financial aid programs, ensuring compliance with all federal, state, and institutional financial aid regulations, policies, and procedures.
- Monitor, approve, and/or revise all financial aid packaging for all qualified applicants in accordance with federal, state, institutional, and other policies and procedures.
- Oversee financial aid component of the Satisfactory Academic Progress (SAP) and Return of Title IV Funds processes.

- Oversee coordination of student loan processing between students, federal government, and the institution. Oversee Title IV refunds and repayments, including U.S. Department of Education and National Student Loan Data System notifications.
- Work with Business Office to ensure accurate and timely exchange of information and awards between school information systems. Oversee reconciliation process.
- Manage the application intake and tracking process for proper documentation of all awards for audit trail. Maintain fund control records in accordance with funding level limitations. Complete federal, state, and institutional reports including applications for federal funding and report the expenditures of funds allocated, such as the FISAP. Coordinate internal reconciliation efforts and report to reviewing entities, such as auditors, program reviewers, and accreditation teams.
- Develop and conduct financial aid presentations and participate in outreach activities, such as financial aid workshops, etc.
- Manage updates to all publications (website, college catalog, and other media) relating to financial aid, such as financial aid applications, forms used for tracking applications, correspondence forms, and brochures. Provide training and materials to University staff regarding the financial aid process.
- Facilitate coordination and communication between respective University departments as they relate to the Office of Financial Aid's role in creating a positive educational experience for students. Integrate efforts to maximize Financial Aid's role in recruiting and retention.
- Counsel and advise students and parents regarding financial needs and problems, and recommend financial aid opportunities, academic progress, eligibility and procedures.
- Maintain, research and submit information regarding budget as needed.
- Maintain current knowledge of University financial aid policies, procedures, and programs.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Consensus Building - Ability to bring about group solidarity to achieve a goal.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.

- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

## SKILLS & ABILITIES

**Education:** Bachelor's Degree (four year college or university)

**Experience:** A minimum of eight years financial aid and administrative experience.

### Computer Skills

Direct experience with a financial aid management system such as PowerFAIDS is desirable.

### Certificates & Licenses

### Other Requirements

- Thorough knowledge to comply with state and federal regulations regarding student aid programs Direct budget development and packaging experience
- Strong financial management background
- Outstanding communication skills
- Ability to work effectively with students and parents
- Ability to work collaboratively with the financial aid, admission and financial administration staffs is essential
- Enrollment management experience preferred

## PHYSICAL DEMANDS

### Physical Demands

Stand	N (Not Applicable)	<b>Lift/Carry</b> 10 lbs or less	N (Not Applicable)
Walk	N (Not Applicable)	11-20 lbs	N (Not Applicable)
Sit	N (Not Applicable)	21-50 lbs	N (Not Applicable)
Handling / Fingering	N (Not Applicable)	51-100 lbs	N (Not Applicable)
Reach Outward	N (Not Applicable)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)	<b>Push/Pull</b>	
Climb	N (Not Applicable)	12 lbs or less	N (Not Applicable)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	N (Not Applicable)	41-100 lbs	N (Not Applicable)

**N (Not Applicable)**

Activity is not applicable to this occupation.

- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Other Physical Requirements**

**WORK ENVIRONMENT**

Normal office environment with limited travel

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Approval: \_\_\_\_\_  
Approval: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.