

DIRECTOR OF FINANCIAL AID  
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Director of Financial Aid is responsible for the management and administration of the student Financial Aid Office and its functions, including but not limited to accounting operations, budget preparation, preparation of Federal, state and district reports, maintenance of Federal fund budgetary controls and regulatory compliance, and the delivery of funds and services to students. The Director maintains compliance with all federal, state and local regulations governing student aid programs.

SCOPE

The Director of Financial Aid, under the general direction of the Vice President, Student Services, and in cooperation with the Business Services component, provides leadership and direction for the delivery and coordination of federal, state and institutional student financial aid programs; coordinates and oversees audits, compliance reviews and account reconciliations and ensures institutional compliance with relevant regulations and statutes.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Directs and coordinates the delivery of student financial aid and the maintenance of student financial aid records.
2. Recommends, interprets, and administers and updates financial aid policies ensuring compliance with pertinent federal, state and local laws and contractual regulations.
3. Prepares applications and/or proposals for federal, state, and local funds; develops, directs and implements budgetary controls for funds; and prepares department budget proposals.
4. Coordinates financial aid operations with other appropriate college units, including Admissions and Records, Extended Opportunities Programs and Services, Business Services, Computing Resources and the Counseling Division.
5. Directs, trains, supervises and evaluates financial aid office staff.
6. Researches, analyzes, develops and recommends departmental processes and procedures to increase/improve operational efficiency and to ensure proper controls and regulatory compliance.
7. Oversees and coordinates the Financial Aid office response to program reviews and audits.
8. Conducts need analysis and determines individual student eligibility for various aid programs.
9. Verifies, documents and maintains student generated information used to determine eligibility for financial aid awards.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont'd.)

10. Maintains liaison with Federal, state, county, and other agencies to answer questions, resolve problems, provide data, interpret and apply changes in rules and regulations concerning financial aid.
11. Advises students regarding academic and career objectives in relation to financial aid; reviews students status to determine continuance or increase/decrease of aid.
12. Develops, updates and presents financial aid information through the use of brochures, literature, and workshops directed toward students, parents and community groups; and maintains and updates Financial Aid office information resource library.
13. Reviews and responds to proposed legislation related to financial aid.
14. Coordinates the development, implementation and maintenance of automated financial aid systems with the college computing resources staff and regulatory and guarantee agencies.
15. Participates on college committees as required or assigned, and serves as chairperson to the Financial Aid Committee.
16. Participates in college outreach activities with an emphasis directed to the Spanish-speaking community; directs and provides bilingual financial aid advising and services to current and prospective students.
17. Manages the student loan collection activities; and in collaboration with the Business Services office, develops and directs a loan default prevention program.
18. Prepares a variety of Financial Aid program related reports and correspondence including reports for the Governing Board.
19. Serves on college committees as required or assigned.
20. Attends and participates in professional groups, seminars and/or courses, and provides for Financial Aid staff development.
21. Resolves and/or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate.
22. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in business, public administration, social sciences, or a closely-related field and demonstrated successful progressively responsible experience in financial aid.

Knowledge and Abilities:

Knowledge of Federal, local, and state programs that provide financial assistance to students; the principles of individual appraisal, including interviewing and advisement techniques; pertinent laws, rules and regulations; systems control auditing processes; and working knowledge of data systems.

Knowledge and Abilities: (Cont'd.)

Possession of effective oral and written communication skills along with the ability to work with students of diverse cultural and economic backgrounds; demonstrated proficiency in management of financial aid need analysis, packaging and required revisions; interpret Federal and state financial aid regulations; demonstrated analytical, organizational and supervisory skills; strong counseling skills; gather and compile data and prepare reports; train, supervise, and evaluate the assigned staff; consistently perform under the pressure of deadlines and other administrative demands; and work cooperatively with others.

Desirable: Possession of a Master's degree; knowledge of SAFERS system; and ability to communicate in Spanish/English are desirable.

AUTHORITY AND RESPONSIBILITY

The Director of Financial Aid directly supervises all regular classified and temporary hourly staff under his/her direction. The Director of Financial Aid is responsible for the administration of the student aid program and maintains signature authority on all financial aid funds.

Adopted: February 1, 1988  
Revised: August 5, 1996.

JDDRFIAD.WPR;BOARD.DSK (Personnel Services)

