Title: Associate Director, Student Financial Aid

Pay Scale Group: 19

Essential Function

Under general supervision from a designated administrator, assist in the planning, administration, and management of the operational activities of the Office of Student Financial Aid.

Characteristic Duties

- Assist in the planning, administration and management of the operational activities of the Office of Student Financial Aid.
- Assist in the development of policies and procedures for the unit.
- Administer designated financial aid programs.
- Assist in the preparation and dissemination of financial aid data and reports.
- Serve as liaison with other University offices and staff who are interested in financial aid policies and practices.
- Act for the director in his/her absence or request.
- Represent student financial aid on committees and meeting.
- Coordinate student financial aid.
- Coordinate the financial aid process for students including counseling students and parents, reviewing applications, determining eligibility and recommending alternatives.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in a related field. Experience must include financial aid operations. Experience may also require at least three (3) years supervision.

Last updated: May 2007