Title: Assistant Director, Student Financial Aid

Pay Scale Group: 17

FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, assist in the administrative and functional operations for Student Financial Aid.

Characteristic Duties

- Assist in the administrative and functional operations for Student Financial Aid.
- Recommend policies and procedures.
- Compile data required for internal and external reports on financial aid operations.
- Monitor program fund expenditures and maintain fund records.
- Maintain adequate fund records and/or develop computer systems.
- Compile data required for internal and external reports on financial aid operations and/or prepare necessary progress reports.
- Assist in determining budget needs for the operating unit.
- Maintain the financial aid module and provide and coordinate computer services.
- Provide system support (i.e., surveys, questionnaires, etc.).
- Represent Student Financial Aid on committees and in meetings.
- Act as liaison to external agencies, internal departments, as well as prospective users of financial aid.
- Assist in developing and implementing policies and procedures, maintain policy and procedures manual and manage quality assurance measures.
- Act as policy and compliance officer for the Student Financial Aid Office and liaison to the Student Accounts Office (i.e., compliance interpretation, issues for federal and state programs, etc.).
Title: Assistant Director, Student Financial Aid

- Coordinate the financial aid process for students and parents, revising applications, determining eligibility and recommending alternatives.

- Participate in awards packaging and needs analysis.

- May 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 three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven years experience. Experience must be in student services or related field (i.e., counseling, compliance or computer systems). Experience may require at least one (1) year supervision.

Last updated: November 2011