

Title: Director of Financial Aid
Reports To: Dean for Enrollment Management
Type of Appointment: Grade 7, 12-months

- 1. Qualifications:** Master's Degree
Five years appropriate professional experience.
or
Bachelor's Degree
Seven years appropriate professional experience

2. General Functions:

The Director of Financial Aid oversees all aspects of the operation of the Financial Services area within Enrollment Services. Reporting to the Dean of Enrollment, this position supervises personnel, operations, compliance, and student service functions in the financial aid area of Enrollment Services and collaborates with other service areas to provide students with a one-stop Enrollment Services experience. This includes managing the provision of services to students regarding student account concerns, including financial aid, scholarships and payment questions. Administer federal, state, institutional and private sources of grants, loans, scholarships and student employment.

3. Specific Responsibilities:

- Assure compliance with federal, state and institutional policies governing the financial aid programs.
- Attend state and national workshops, conferences, and training events to remain current on financial aid compliance issues.
- Liaison with federal agencies, state agencies, financial aid colleagues and industry professionals to clarify policies and regulations.
- Collaborate with other offices to assure institutional compliance on financial aid matters.
- Prepare and file required federal and state reports on the financial aid programs. Prepare for the annual audit and resolve any financial aid issues raised in the audit.
- Provide vision and leadership for the financial aid office.
- Assess, evaluate, and recommend professional and support staff for continuing and permanent appointment.
- Assure staff have proper training and facilitate staff development.
- Recommend and implement technological improvements in financial aid, in partnership with Enrollment Services leadership.
- Monitor student financial aid awards and identify trends.
- Counsel students and parents on financial aid and student account matters.
- Present financial aid information during outreach programs both on campus and in the community to increase awareness of student aid.
- Develop appropriate student outreach plan to encourage students to apply for financial aid and scholarships in a timely manner.
- Ensure compliance with federal, state and institutional satisfactory academic progress policies.
- Plan, prepare and administer departmental budget.
- Request, allocate and monitor campus-based funds annually to assure maximum utilization of federal monies.
- Oversee dependency overrides and the student appeal process.
- Oversee processing of Title IV recalculations based on student withdrawals.

- Develop student financial aid budgets.
- Oversee the freshmen and continuing student scholarship awarding process.
- Maintain membership in federal and state financial aid professional organizations.
- Participate in conferences, workshops and training sessions as appropriate.
- Serve as a member of the Jefferson Community College Foundation.
- Other duties as assigned.

4. Staff Reporting to this Position:

- Assistant Director of Financial Aid
- Technical Specialist - Financial Aid
- 2 Account Clerk
- 1 Senior Account Clerk