

POSITION DESCRIPTION

Director of Financial Aid

Position Director of Financial Aid
Department/Site Student Services
FLSA Exempt
Evaluated by Dean of Enrollment Services
Salary Range M-33

General Description

Under the direction and supervision of the Dean of Enrollment Services, the Director of Financial Aid is responsible for the administration and management of the District's Financial Aid Program.

This is a 12-month classified management position.

Essential Duties and Responsibilities

- Provides leadership of the District's financial aid office.
- Responsible for the overall successful administration of federal, state and district institutional aid programs.
- Oversees and coordinates the scholarship program.
- Assists with certification of Veterans benefits.
- Develops, interprets and administers and updates financial aid policies and procedures ensuring compliance with pertinent federal, state and local laws and contractual regulations.
- Coordinates financial aid operations with other appropriate college divisions/departments.
- Maintains liaison with local, state, county, federal and other agencies to answer questions, resolve problems, provide data, interpret and apply changes in rules and regulations concerning financial aid.
- Develops and monitors the budget for the Financial Aid Office including personnel needs and departmental operating expenses.
- Responsible for the completion of the required Program Review for the Financial Aid Office.
- Coordinates the development, implementation and maintenance of automated financial aid systems (Banner) with the District's TeCS department and regulatory agencies.
- Participates on District committees as required or assigned.
- Prepares a variety of financial aid program related reports and correspondence including reports to the Superintendent/President and Board of Trustees.
- Communicates District policy and administrative decisions to division personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and support the goals of participatory governance.
- Serves in the selection and evaluation of division personnel.
- Resolves conflict.
- Supervises and evaluates personnel in assigned areas.
- Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

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Minimum Qualifications

- Possession of a bachelor's degree in business, public administration, social sciences, or a closely related field.
- At least five (5) years of demonstrated successful progressively responsible experience in financial aid.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.