



## JOB INFORMATION

Job Code	KB11
Job Description Title	Dir, Stu Fin Svc-Fin Aid
Pay Grade	FO13
Range Minimum	\$83,900
33rd %	\$106,270
Range Midpoint	\$117,460
67th %	\$128,640
Range Maximum	\$151,010
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/4/2018

## JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Student Financial Services

## JOB SUMMARY

Reporting to the Executive Director Student Financial Services, directs and oversees the sections of Student Financial Services responsible for direct loans, Federal Work Study programs, Federal Pell Grant programs, return of Title IV funds, enrollment monitoring for aid eligibility, and customer service. Collaborates with Assistant Director, Billing to coordinate billing schedules with disbursement dates and memo expirations.

## RESPONSIBILITIES

- Directs the Financial Aid system including set up, administration, maintenance, training, access security, and annual year preparation and process review. Develops new reports to assist with process flow and regulations.
- Prepares and completes reports as needed. Disseminates data to meet needs of office that may include writing reports and processing reports in order to maintain compliance.
- Responsible for return of Title IV funds for official and unofficial withdrawals, adjusts aid when students become ineligible due to additional aid, residency changes, withdrawals, etc.
- Acts as the primary financial aid liaison for efforts and communications between Financial Aid, OIT, and software vendors as they relate to meeting the needs of campus constituents through effective system processes and report design.
- Manages the Federal Pell, Federal Teach, Federal Supplemental and IASG Grant programs including fund reconciliation.
- Manages the ISIR/FAFSA Data load process, corrections, financial aid awards and communications.
- Oversees the process flow for the office including creating and maintaining training materials.
- Manages content of Student Financial Services website and overall schedule of processing within the office.

## SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business, Finance, Accounting, Higher Education Administration or relevant.	and	7 years of	Seven (7) years progressively responsible student financial aid experience in which two (2) years include managing an administrative function. Must have one (1) year experience directly supervising full-time employees.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Federal and State financial aid regulations and guidelines and current industry IT software, hardware, and programs.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**

Ability to see information in print and/or electronically.