Position Classification Description

Position Title: Director of Student Financial Aid
**FLSA:** Exempt

**Grade:**

**SUMMARY:**

Provides overall direction and management to the Student Financial Aid Office. Maintains and administers federal, state, and institutional student financial aid funds and appropriate recording requirements.

**DUTIES AND RESPONSIBILITIES:**

1. Directs the overall operations of the student financial aid program which provides financial assistance to students; oversees student financial aid activities at branch campuses.
2. Develops and recommends policies for financial aid which support goals and policies of the institution and which ensure compliance with state and federal regulations.
3. Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, and evaluation of unit staff.
4. Interprets federal regulations, guidelines and professional literature on financial aid and informs financial aid staff of changes, modifications and interpretations resulting from new or current legislation.
5. Administers the Federal Family Education Loan Program (FFLEP) loan program for graduate and professional students.
6. Reviews new federal and/or state aid programs and establishes the infrastructure needed to deliver these programs to eligible students.
7. Participates in university policy-making task forces which establish tuition policy and pricing determinations and consider other student financial matters.
8. Provides information and reports regarding financial aid to management, the community, and funding agencies.
9. Represents the University to various institutional divisions as well as externally to governmental agencies, vendors, students and their parents, and/or the general public.
10. Develops and manages annual budgets for the organization and performs periodic cost and productivity analyses.
11. Provides subject matter expert leadership in research, development and enhancements of financial aid-related technology; directs the work of assigned staff in the completion of these requirements.
12. Plans, develops, and implements strategies for generating resources and/or revenues for the organization.
13. Provides direction in the purchase and development of the department’s hardware and software.
14. Performs miscellaneous job-related duties as assigned.
MINIMUM JOB REQUIREMENTS:

Bachelor’s degree; at least 5 years of experience that is directly related to the duties and responsibilities specified.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to plan, develop, coordinate, and direct student financial assistance programs and initiatives.
- Skill in budget preparation and fiscal management.
- Ability to analyze and interpret financial information and to develop and prepare financial statements and ad hoc reports and analyses.
- Knowledge of principles, practices, methodology, and procedures for the provision of student financial aid.
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of a broad range of relevant multi-user computer systems, applications, and/or equipment.
- Working knowledge and facilitation of the operations of the Banner Financial Aid system and related module components.
- Ability to identify and secure alternative funding/revenue sources.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- Knowledge of federal and state laws, regulations, and policies pertaining to the provision of student financial aid.
- Employee development and performance management skills.
- Knowledge of financial/business analysis techniques.
- Knowledge of current and developing information services capacity requirements to support operational needs and directions.
- Ability to develop, plan and implement short- and long-range goals and strategic planning.
- Knowledge of faculty and/or staff hiring procedures.