

Position Description

Position title: Associate Director for Financial and Scholarships

Classification: Unclassified

Function of Work: Manage Financial Aid Services to include Satisfactory Academic Progress, Return of Title IV Funds and administer all federal and state policies and procedures concerning awarding and reporting, Default management.

Supervision Received: Director, Student Financial Aid

Supervision Exercised: 3 – Financial Aid Officers, 2 Coordinators, 3 Administrative Assistants

Qualifications: Bachelors' Degree or equivalent experience (combination of education, training and related experience) required. Computer literacy including experience with Microsoft Office products preferred. Demonstrated customer service skills required. Must be able to communicate and establish a rapport with a diverse student population. Ability to give written and oral instruction in an understandable manner and ability to work independently is essential. Supervisory experience preferred.

Responsibilities

- Determine eligibility for federal, state, and institutional financial aid.
- Administer all federal, state, and institutional policies and procedures relating to student financial aid.
- Supervise and monitor work progress and distribution of all Awarding, Scholarships and Student Employment
- Counsel students and parents in all aspects of Financial Aid
- Recommend and administer policies and procedures to enhance operations; train staff on any changes to policy.
- Oversee banner setup for all awarding
- Contact person for all Private lending agencies and handle issues with lending agencies including reviews.
- Run and evaluate accuracy of Banner Budgeting and Packaging system, identify and resolve questions or problems on awarding issues.
- Run and evaluate accuracy of disbursement reports, identify and resolve questions or problems on the disbursement issues.
- Run and evaluate Pell, Loan, TEACH origination reports, transmit file to COD.
- Send, receive, load and work all files received from the Department of Education, NSLDS, COD regarding Awarding such as EI, MPN, ETC.

- Oversee report data to internal and external departments or agencies and maintaining a working relationship with Information Systems.
- Process College Transcripts – work closely with Admission and Registrar’s office on this process.
- Process Pell and Direct Loan reconciliation.
- Determine eligible and process Teacher Education Assistance for College and High Education (TEACH) grant, Perkins loan, Go Grant.
- Oversee Default management also Research and resolve default, aggregate and bankruptcy issues.
- Process Transfer Monitoring.
- Oversee and backup on processing Return to Title IV for those students who are determined to have officially and unofficially withdrawn.
- Create, process and send student emails in reference to awarding, disbursement, exit interviews, etc.
- Other projects as assigned by the Director of Financial Aid.