

POSITION DESCRIPTION

Position Title: Director

Classification: Other Unclassified

Function of Work: Coordinate & Direct all functions associated with the Office of Student Financial Aid, Scholarships and Student Employment.

Supervision Received: Vice Provost for the Student Experience

Supervision Exercised: All staff of Student Financial Aid/Scholarships/Student employment

Qualifications: Bachelors' Degree required with experience working in the Financial Aid Office at a higher education institution.

RESPONSIBILITIES

- Administer all federal, state, and institutional policies and procedures relating to student financial aid, student employment and scholarships, creating budget projections, coordinating the day-to-day management of the Financial Aid Office, supervising office staff, preparing all federal, state, and institutional reports pertaining to aid/scholarships, and serving as liaison to state and federal funding agencies
- Administer the Title IV student financial aid programs: PELL GRANTS, SEOG, LEAP, CWSP, PERKINS LOANS, STAFFORD LOANS, PLUS LOANS, and other loans and programs that may be establishes
- Serve as an active member of various committees throughout the University
- Coordinate provision of services to constituents and maintain a complete understanding of all University, State of Louisiana, and Federal financial aid rules, regulations, policies and procedures
- Develop and implement short and long range goals and objectives for the financial aid office
- Assist in counseling students, parents, etc. regarding financial aid eligibility and debt management matters, as well as analysis and awarding of financial aid funds
- Present financial aid workshops for prospective student and parents and make visits to area schools and career fairs to promote financial aid availability to students
- Prepare annual FISAP report and any other reports requested by the Federal and/or State Government
- Coordinate audits of records
- Perform other related duties as assigned by supervisors