

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2018**

**ASSOCIATE DIRECTOR OF FINANCIAL AID**

**FLSA STATUS: EXEMPT – PAY GRADE: 22-P**

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS  
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

**GENERAL STATEMENT OF JOB**

The Associate Director of Financial Aid leads the College in an assigned area of financial aid services. In conjunction with the director and related student success staff, this individual provides innovative and effective leadership to the daily operations and administration of all financial aid related processes and programs which could include aid administration, federal and state regulations, scholarships, student eligibility, satisfactory academic progress, return of title IV funds processing, federal work study, outreach activities and the reconciliation of funds.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Implements policies, procedures and guidelines that are in accordance with current federal and state regulations as they relate to financial aid; helps implement College policies and practices that are compliant, yet effectively enhance the student experience and student achievement. Responsible for supervising the operation of the financial aid office in the Director's absence.

Acts as a voice and advocate for students and staff regarding matters related to financial aid at the College; promotes and leads professional development advancement for assigned areas; establishes collaborative relationships with campus and administrative departments and community stakeholders to advance and promote student services programs; directly supervises and evaluates assigned staff; provides mentorship and leadership to staff; analyzes and reports on statistical data related to financial aid functions and proposes and implements appropriate action plans in response.

Establishes the disbursement rules of student aid for all student financial aid programs and is responsible for the accuracy of student disbursements, refunds, and cancellations. Prepares annual and term reports as required by the Department of Education, the State of Florida or the appropriate funding agencies. Reconciles federal funds at least monthly and assists College departments with accounting reconciliations for scholarship and work programs. Coordinates audit and program reviews and prepares written responses to audit inquiries as required.

Participates in the implementation of the strategic enrollment management plan for the division. Organizes, guides, and serves on committees and councils to participate in college-wide planning, implementation, and evaluation of financial aid policies and procedures. Continually identifies new and innovative means by which the college can both streamline existing financial aid related functions and increase student success overall.

During peak enrollment periods, may work directly with students on campus.

Performs other related duties as assigned.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

**SUPERVISION EXERCISED**

Supervision may be exercised over assigned financial aid processing or operational staff and/or student assistants.

**MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university supplemented by five (5) years of related financial aid experience in a supervisory role.

**PREFERRED QUALIFICATIONS**

Master's degree from an accredited college or university supplemented by seven (7) years of financial aid experience in a supervisory role. Extensive financial aid knowledge and proven leadership skills to provide direction and guidance over operations and processes related to the administration of financial aid.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to perform under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 5/18