

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

ASSISTANT DIRECTOR OF FINANCIAL AID

FLSA STATUS: EXEMPT – PAY GRADE: 20-P

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

GENERAL STATEMENT OF JOB

The Assistant Director of Financial Aid works in conjunction with the financial aid leadership team to provide technical, operational and counseling guidance to student financial aid recipients attending FSCJ. The Assistant Director of Financial Aid is responsible for financial aid processing of federal and state aid, scholarship programs and private loans in compliance with federal regulations and College policy and supervises the staff who performs these tasks. The Assistant Director of Financial Aid supports the student recruitment and retention goals of the College.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Supervises advisors who process aid and perform other operational functions. Remains current of all federal and state regulations regarding the administration of financial aid programs. Assists the financial aid leadership team with development and implementation of policies and procedures. Ensures compliance with federal and state regulations.

Recommends and implements financial aid processes to facilitate the delivery of funds to students. Works to resolve escalated student situations. Assists in the preparation of communication to students. Continually identifies new and innovative means by which the College can both streamline existing financial aid related functions and increase student success.

Follows policies, procedures and guidelines that are in accordance with current federal and state regulations as they relate to financial aid.

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 three (3) years of related financial aid experience in a supervisory role.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited college or university supplemented by five (5) years of related financial aid experience in a supervisory role. Extensive financial aid knowledge Title IV regulations including federal and state grants, federal and private loans, scholarships and work programs.

**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.

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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