

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

DIRECTOR OF FINANCIAL AID

FLSA STATUS: EXEMPT – PAY GRADE: 26 – A

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

GENERAL STATEMENT OF JOB

The Director of Financial Aid coordinates and manages all aspects of financial aid programs, ensuring compliance with all federal, state, and institutional financial aid regulations, policies, and procedures. The Director of Financial Aid is responsible for the planning, organization and supervision of the Office of Scholarships and Financial Aid college-wide to administer federal, state, and institutional financial aid funds and services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Develops, implements and revises policies and procedures to ensure compliance with federal and state laws, regulations and College policies related to financial aid and scholarships.

Monitors, approves, and/or revises all financial aid packaging for all qualified applicants in accordance with federal, state, institutional, and other policies and procedures.

Oversees the Satisfactory Academic Progress (SAP) and Return of Title IV (R2T4) Funds processes.

Oversees coordination of student loan processing between students, federal government, and the institution. Oversees Title IV refunds and repayments, including U.S. Department of Education and National Student Loan Data System notifications.

Represents the office to various funding agencies, media, student groups and other external groups.

Provides professional leadership and consultation within the State of Florida, as well as various professional associations in ways that benefit the College and the student population that it serves including, but not limited to, FAFSAA, SASFAA, and NASFAA.

Coordinates and integrates financial aid operations on all campuses/centers.

Determines annual Cost of Attendance for all categories of students.

Develops an annual awarding strategy for the available Federal/State/Institutional financial aid funds to optimize the resources in the best interest of ~~FSW~~ the College and its students and to compliment the enrollment goals of the College.

Manages and updates the Federal Program Participation Agreement to allow the College to remain eligible for Title IV funding. Designs and produces fiscal reports to reflect the impact of financial aid on students and the College to provide a basis for strategic planning efforts affecting future initiatives.

Tracks student interactions with the Student Financial Aid office via phone, email, or in person to enhance the service levels.

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Tracks utilization of work-study funds to maximize the funding levels annually.

Monitors borrowing levels to help develop effective financial literacy programs.

Collaborates with other appropriate College departments to ensure accurate and timely exchange of information.

Oversees reconciliation process for federal grant and loan programs.

Administers appeals process related to SAP and Special Circumstances. Establishes appeal guidelines and ensures they follow regulatory requirements. Notifies students of appeal outcomes and counsel students on available options.

Develops, modifies, implements and maintains the application intake and tracking process for proper documentation of all awards for audit trail. Maintains fund control records in accordance with funding level limitations. Completes federal, state, and institutional reports including applications for federal funding and reports the expenditures of funds allocated, such as the FISAP. Coordinates internal reconciliation efforts and reports to reviewing entities, such as auditors, program reviewers, and accreditation teams.

Develops and conducts financial aid presentations and participates in outreach activities.

Develops, designs, revises, and updates all publications (website, College catalog, and other media) relating to financial aid. These include financial aid applications, forms used for tracking applications, correspondence forms, and brochures. Provides training and materials to College staff regarding the financial aid process.

Facilitates coordination and communication between respective College departments as related to the Financial Aid Office to create a positive educational experience for students. Integrates efforts to maximize the role of Financial Aid in recruiting and retention.

Counsels and advises students and parents regarding financial aid availability and relevant policies and procedures.

Maintains, researches and submits information regarding budget as needed. Serves as budget administrator for the College district student financial aid funds.

Maintains current knowledge of federal, state and institutional financial aid policies, procedures, and programs. Attends trainings/conferences as necessary to keep knowledge current.

Maintains current knowledge of NJCAA athletic rules and regulations as they pertain to financial aid that student athletes receive.

Leads staff meetings, shares information as appropriate, promotes the development of ideas for improved services and efficiency, and encourages teamwork.

Performs other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over Office of Financial Aid personnel located at the district offices and those assigned to campus and center locations.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by a minimum of seven (7) years of experience in administering student financial aid programs. Broad knowledge of federal, state and local donor, grant, scholarships, and loan program restrictions, regulations and laws.

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

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in Standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule forms; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with supervisors, Board Members, Deans, staff, subordinates, outside representatives, student aid recipients, etc.

Numerical Aptitude: Requires the ability to utilize mathematical formulas such as adding, subtracting, multiplying and dividing and utilizing decimals/percentages; to utilize descriptive statistics, college algebra and geometry, statistical inference and statistical theory.

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

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

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 9/09, 10/12, 5/14, 8/17