

DIRECTOR OF STUDENT FINANCIAL AID AND VETERAN'S SERVICES

GENERAL STATEMENT:

Administers all student financial aid programs including maintaining accountability for funds in accordance with Federal, State, and College regulations.

REPORTS TO:

Vice President of Student Services

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Experience in post-secondary administration, financial management, student financial assistance, or teaching at the college level.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Administer State and Federal campus-based student financial aid programs for the College.
- Prepare the annual institutional application for participation in all Federal student aid programs.
- Assist applicants with the preparation of financial aid forms.
- Process student loan applications.
- Prepare needs analyses, determine the amount of award, and arrange for payment to the student or to the student's account.
- Maintain accurate records on students who apply for and receive financial aid.
- Maintain records on awards and over-awards.
- Prepare and submit all required reports on time.
- Prepare annual departmental budget.
- Attend meetings, workshops, and seminars relevant to the financial aid program.
- Insure that the VA program requirements are met and maintained.
- Provide information about financial aid and VA programs to students and parents.
- Maintain financial probation and suspension lists and notify students who are placed on either of these.
- Maintain scholarship applications and information on all scholarships such as recipients, amounts paid each student, students losing their scholarships, students receiving scholarships, etc.
- Process TPEG payments for incarcerated students.
- Prepare student cost of education budgets.
- Prepare reports as required by Federal and State government.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of office environment.
- May require irregular evening or weekend hours.-

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 8/4/04

JD173