



# Trinity Valley Community College

## Job Description

### Director of Student Financial Aid and Veteran's Services

#### COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

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

#### **REPORTS TO:**

Associate Vice President of Enrollment Management

#### **SUPERVISES:**

Student Financial Aid department and FA offices on satellite campuses

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

Bachelor's degree

##### **PREFERRED:**

Master's degree

##### **EXPERIENCE REQUIRED:**

Five (5) years' experience in post-secondary administration, financial management, or student financial assistance.

##### **PREFERRED:**

Eight (8) years' experience in post-secondary administration, financial management, or student financial assistance.

#### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Bookkeeping
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Compliance Law
- Administrative practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

All TVCC positions are security sensitive and require a criminal background check.



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#### 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.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

#### SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- Standard office equipment
- Calculator
- Multi-line phone system
- Copier

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- Fax machine
- Cellular phone

**PHYSICAL DEMANDS:**

- Requires: Balancing, stooping, kneeling, crouching, crawling, reaching, standing, lifting, finger dexterity, talking, hearing, seeing, repetitive motions, sedentary work, and computer work.
- Subject to: walking, and light work.
- Occasionally need to: Pushing, pulling, and grasping.

**MENTAL DEMANDS:**

- Extreme temperatures: less than 25% of the time
- Intense noise: Less than 25% of the time
- Environmental: Less than 25% of the time
- Emotional control under stress 25%-50% of the time
- Frequent interruptions 25%-50% of the time

**OTHER DEMANDS:**

None

*The above job description has been reviewed with the employee. It was 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: 7/18/01*

*Revised: 9/14/2021*

<b>Classification:</b>	Administration	<b>Coordinating/Non-Coordinating:</b>	C
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1173
<b>DBM:</b>	D	<b>Travel Required:</b>	None
<b>IPDEDS/SOC CODE:</b>	11-3031	<b>Employment Status:</b>	Full-Time
<b>Salary Grade:</b>	280	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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