

DIRECTOR OF FINANCIAL AID

Under the direction of the Vice President of Student and Information Services, the Director of Financial Aid shall:

1. Plan, evaluate and carry out all appropriate programs of student financial aid, including federal, state, local, private and institutional funds.
2. Organize and direct the federal, state, local, and institutional student financial aid programs in accordance/compliance with the Policies and Procedures as agreed to with the granting agencies.
3. Regularly monitor legislative changes that impact financial aid, and ensure institutional compliance.
4. Coordinate with Data Processing Services the continued development and maintenance of financial aid applications within the administrative software system to ensure compliance, accuracy of data, and efficient processes.
5. In cooperation with the Business Office, prepare funding applications for federal and state financial aid programs.
6. Determine student eligibility, assess needs, and maintain accurate documentation for the awarding of financial aid.
7. Maintain a record of funding sources (scholarships), institutional and external to the College, and accounting records of funds awarded to students. Make periodic progress reports to the donors and/or agencies contributing funds.
8. Provide information and publicity on available student financial aid programs.
9. Work with other departments at the College to effectively coordinate the positioning of financial aid as an integral part of student recruitment and retention activities.
10. Develop and maintain a Procedures Manual in conformance with College, federal and state guidelines.
11. Review and inform College staff of changes in federal regulations related to financial aid programs.
12. Maintain liaison with appropriate state and community agencies dealing with financial aid.
13. Prepare accurate reports on all state, federal, and institutional programs.
14. Authorize student institutional expenses supported by third party (outside agencies or companies) sponsorship.
15. Review and update all financial aid forms.
16. Assign, supervise, and evaluate the support staff assigned to financial aid.
17. Perform other duties as assigned by the Vice President of Student and Information Services.