



Job Classification Description

ASSISTANT DIRECTOR, FINANCIAL AID VSC UP – PAT Bargaining Unit

**Grade 13
Exempt**

BASIC FUNCTION

To assist with the planning, development and administration of all aspects of financial aid administration.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Assist the Director of Financial Aid in planning, development and administration of financial aid programs following college, state and federal guidelines, policies and regulations.
- Inform and counsel students and parents regarding financial aid options and requirements. Assist in preparing financial aid applications, explain application procedures and schedules, assist in resolving a variety of problems emerging in the application process. Participate in orientation programs for incoming students.
- Process financial aid applications: compile and verify all necessary documentation; analyze student's financial status to assess need and determine eligibility, developing funding formulas/parameters, package awards, notify students of awards, transmit awards to student accounts, and so forth.
- Regularly review student files to prevent overfunding. Calculate repayments to aid programs due to withdrawal and follow-up on repayment.
- Supervise/carry out a full range of records management and reporting functions: maintain financial aid documents according to applicable government regulations and institutional guidelines; update and maintain computerized student financial aid records; compile data from computerized and manual records for regular and special reports for internal use and as required by outside agencies and auditors; perform various account reconciliation tasks; prepare certification rosters for state funding agencies and lending institutions.
- Supervise the daily activities of two support staff as well as several student assistants: assist in interviewing and hiring; train new employees; assign and review work; assist staff with difficult or unusual tasks; resolve problems; and so forth.
- Assist the Director with a variety of general administrative functions, such as design of forms and form letters, development/evaluation/modification of internal operating policies and procedures, and the like. Manage the daily operations of the Financial Aid Office in the absence of the Director.

- Confer frequently with supervisor and other College personnel to plan and coordinate activities/systems, exchange information, investigate and resolve problems, and the like. Serve on College committees as requested. Represent the Financial Aid Office at various College functions.
- Perform various liaison functions with outside funding and regulatory agencies and organizations, including banks, grant and guarantee agencies, private funding sources, and the like.

SUPERVISION RECEIVED

General supervision is received from the Director of Financial Aid.

SUPERVISION EXERCISED

Partial administrative and functional supervision of two support staff and several student workers.

MINIMUM QUALIFICATIONS

Bachelors degree in an appropriate discipline, plus two to four years of relevant financial aid experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good general understanding of financial aid funding mechanisms and higher education administrative operations; some directly related experience in financial aid, higher education administration or a relevant program involving government funding. Ability to understand, interpret and explain complex financial aid regulations.
- Familiarity with basic accounting principles and methods.
- Excellent math, analytical and problem-solving skills.
- Some relevant experience in managing moderately complex records systems, including computerized information systems.
- Good administrative, organizational and supervisory skills.
- Ability to deal effectively with a wide range of students, parents, College personnel, and outside agencies/organizations, frequently regarding sensitive financial matters.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.