



**Associate Director of Financial Aid - JSC
VSC UP – PAT BARGAINING UNIT**

**Grade 14
EXEMPT**

Basic Function

To coordinate and oversee one or more primary or specialized functions of the Financial Aid Office; to assist the Director of Financial Aid with all aspects of financial aid planning and office management.

Characteristic Duties & Responsibilities

- Administer the Federal Stafford and Plus Loan programs, including originating and disbursing loans, reporting and reconciling accounts, conducting loan entrance and exit interviews, and managing all aspects of the loan program for undergraduate and graduate loan borrowers.
- Responsible for advising and counseling of students, parents and colleagues regarding federal, state, and institutional financial assistance programs. Assist in preparing financial aid applications; explain application procedures and schedules assist in resolving a variety of problems emerging in the application process.
- Assist with the oversight of the Satisfactory Academic Progress policy; monitor student eligibility and serve on Financial Aid Review Board and the Academic Status Committee to hear and judge appeals.
- Process the return of Title IV funds for students who have withdrawn (officially and unofficially) from the College. Notify the Business Office of adjustments in aid.
- Assist the Director of Financial Aid in planning, development and administration of financial aid programs following college, state and federal guidelines, policies and regulations.
- Assist the Director with a variety of general administrative functions, such as design of forms and letters, updating the text in college publications and on the website, development, evaluation, and modification of internal operating policies and procedures. Manage the daily operations of the Financial Aid Office in the absence of the Director of Financial Aid.
- Confer frequently with the Director and other College personnel to plan and coordinate activities/systems, exchange information, investigate and resolve problems. 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, and private funding sources.
- Represents JSC on the VSC Financial Aid Team for Datatel.
- Imports and exports Datatel records for all Vermont State Colleges.

Supervision Received

Direction is received from the Director of Financial Aid.

Supervision Exercised

Only when the Director is absent as described above.

Minimum Qualifications

Bachelor's degree in an appropriate discipline, plus five 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.
- Relevant experience in managing complex records systems, including computerized information systems.
- Good administrative and organizational skills.
- Good knowledge of Microsoft Excel.
- Ability to deal effectively with a wide range of students, parents, College personnel, and outside agencies/organizations, frequently regarding sensitive financial matter.

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.

September 2007