



## Job Classification Description

### **DIRECTOR OF FINANCIAL AID/CCV Non-Bargaining Unit**

**Grade 15  
Exempt**

#### **BASIC FUNCTION**

To direct and manage CCV student financial aid programs, including need-based grant, loan and work study aid programs.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, implement, administer, coordinate, monitor, and evaluate the specific functions and services of all delegated areas of responsibility, including operating policies, procedures and methods. Develop and modify policies and procedures in accordance with changing institutional resources and federal regulations.
- Exercise full supervisory authority over three to five financial aid staff in the administrative office and provide functional support and training for up to twelve Financial Aid Counselors at CCV sites, as well as student assistants. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, and resolve problems.
- Plan and administer the financial aid operating budget.
- Establish financial aid packaging parameters in accordance with all applicable College and government policies and regulations.
- Package individual financial aid awards: review applications, determine eligibility, verify accuracy of data, compute need, allocate resources, authorize disbursement of funds.
- Inform and advise students and parents on financial aid opportunities, processes and policies, and assist in preparation of applications.
- Prepare institutional applications for and reports to federal financial aid funding agencies. Prepare a variety of reports for VSAC and other State financial aid funding agencies.
- Keep abreast of all relevant government regulations governing financial aid. Incorporate same into College policies, procedures and guidelines. Monitor and adjust awards as necessary to ensure compliance. Interpret policies and regulations for special circumstances.
- Confer regularly with the senior administrators and other CCV and VSC personnel to plan, coordinate and evaluate programs/systems/activities, exchange information, investigate and resolve problems, and the like. Serve on various College committees.
- Provide financial aid information to parents and students in a variety of special forums, such as admissions open houses, high school college fairs, and the like.
- Serve as liaison with and represent the College to government agencies, professional organizations, and others outside the College.

## Director of Financial Aid, CCV, continued

- Write and/or edit various financial aid informational materials, form letters, forms, and the like.
- Assist with or carry out the preparation of financial aid projections for use in determining needed levels of institutional funds.
- Serve as College Personnel Officer: provide orientation for new employees regarding various personnel matters and employee benefits; maintain central personnel records; prepare letters of appointment; coordinate/assist with administrative of various College and VSC personnel policies/systems; and so forth.
- Prepare a variety of administrative/management reports related to assigned functions.
- Plan and administer appropriate financial aid and personnel records systems.

### **SUPERVISION RECEIVED**

Direction is received from the Dean of Administration.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of three to five staff members and functional support for up to twelve Financial Aid Counselors as well as various student assistants.

### **MINIMUM QUALIFICATIONS**

Masters degree plus four to six years of relevant higher education administrative experience, including two years each of financial aid and personnel management experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad-based technical knowledge of financial aid funding mechanisms, regulations, needs analysis methods, and aid packaging techniques.
- Good general background in personnel administration.
- Good planning, organizational, administrative, and supervisory skills.
- Good writing, math, analytical, and problem-solving skills.
- General knowledge of accounting principles and methods, and data processing systems.
- Good counseling/advising skills.
- Ability to deal effectively with students, parents, and administrators, as well as funding agencies and various outside organizations.

**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.**