



VERMONT STATE COLLEGES

## Job Classification Description

**DIRECTOR OF FINANCIAL AID/JSC  
VSC – UP SUP Bargaining Unit**

**Grade 15  
Exempt**

### BASIC FUNCTION

To direct and manage JSC 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 various functions and services of the Financial Aid Office, 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 two to three staff members, as well as several 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, resolve problems, and the like.
- 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.
- Conduct GSL exit interviews.
- Plan and administer the College Work Study program.
- 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 JSC 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.

## Director of Financial Aid, JSC, continued

- Serve as liaison with and represent the College to government agencies, professional organizations, and others outside the College.
- 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.
- Prepare a variety of administrative/management reports.
- Plan and administer appropriate financial aid records systems.

### **SUPERVISION RECEIVED**

Direction is received from the Associate Dean of Enrollment.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of two to three staff members, as well as various student employees.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in appropriate discipline, plus five to seven years of experience in a financial aid office, 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 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.**