

**College of the Siskiyous
Job Description**

Job Title: Director, Financial Aid

FLSA: Exempt

Group: Admin. Support/Management

Salary Schedule: Admin Support/Management

Job Summary:

Directs and performs highly complex and technical functions in the administration and supervision of the College's financial aid and Veterans programs.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Organizes, coordinates, directs, and supervises the staff, activities and operations of the Financial Aid and Veterans office. Trains and evaluates financial aid staff.

Administers federal, state, and local student financial aid and scholarship programs. Evaluates student need; conducts follow-up studies on program effectiveness.

Interprets and applies policies, laws, rules, and regulations pertaining to financial aid grants, loans and scholarships. Tracks regulatory changes and determines the effect on the operation.

Prepares federal, state, and district financial aid reports.

Analyzes and verifies student eligibility for financial aid programs; monitors student academic progress for continued aid eligibility; prepares and processes awards to eligible students; reviews student appeals/special circumstances.

Plans financial aid disbursement schedules; prepares and processes payment rosters.

Plans, prepares, and administers annual budget for the operation of the Financial Aid and Veterans Office.

Supervises maintenance and retention of confidential student files. Draws down all electronic student aid records, processes corrections, reports potential Pell recipients, reports Pell actual disbursements.

Maintains records for the authorization, disbursement, and reconciliation of all the federal, state and local student aid program funds.

Prepares and disseminates information about the college's financial aid programs through development of written materials and oral presentations.

Coordinates provision of services with local agencies. Identifies computer application needs of department and coordinates with Technology Services in program improvements.

Develops and recommends the College's policies and procedures for an effective financial aid program, including establishing criteria for packaging awards, identifying efficiencies, and correcting problems.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession of a Bachelor's degree in accounting or a related field. At least three (3) years experience in financial aid including at least one (1) year of management/supervisory experience.

Knowledge: principles and practices of financial aid; laws, policies, rules and regulations pertaining to various federal student aid programs; college policies and procedures; Federal tax forms; standard office operating procedures and office equipment; PC and related software.

Ability: Ability to provide technical leadership in financial aid; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people; interpret laws, rules and regulations pertaining to financial aid grants, loans and scholarships; interpret student transcripts, federal tax forms and requests for information from various agencies; supervise office staff; develop and monitor budgets.

Physical Effort/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

Job Description Approved: 2/11/03