

DIRECTOR OF STUDENT FINANCIAL ASSISTANCE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Vice President and Dean of Student Development and Support Services, this position is responsible for the administration of the various Federal, State and Local financial aid programs in which the College participates in accordance with all laws, rules and regulations. Responsibilities include the interpretation and application of financial aid guidelines, preparation of state and federal regulatory reports, preparation of reports for college management, administration of the office budget, development of procedures to aid students in acquiring funding, and the coordination and maintenance of a complex computerized program linking the college with state and federal networks. Supervision is exercised over professional staff, clerical support staff and students assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Works with the Vice President and Dean of Student Development and Support Services to establish and interpret college policies and procedures within the guidelines of funding agencies to administer various financial aid programs;

Estimates and otherwise projects amounts of monies to be allocated from the federal government, state and local agencies to ensure continuation of current programs;

Develops written policies and procedures relating to financial aid, and designs and updates materials which publicize and explain financial aid programs, the application process, eligibility requirements and students' rights and responsibilities;

Participates in making policy decisions in areas such as academic pursuit and progress standards for maintaining eligibility for financial aid, tuition deferments, scheduling and disbursement of financial aid and establishes an institutional policy for the delivery of financial support services to students;

Prepares application forms for financial aid funds for the signature of the President of Community College; provides supporting documentation;

Conducts studies and completes required reports for all federal and state aid programs for the college;

Researches new programs and recommends changes to existing programs as deemed appropriate;

Works with students to assemble financial aid packages in accordance with federal, state and local guidelines; ensures that total funding available to the college will serve as many applicants as possible;

Maintains a computerized financial aid system to accurately track funding and dispersal thereof; recommends enhancements to the system by reviewing yearly activity and analyzing efficiency;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Screens and evaluates student requests for emergency loans, tuition deferments, etc.;

Advises students, parents and representatives of community agencies regarding federal, state and local sources of financial aid and eligibility requirements;

Reviews applications for scholarship aid, including student needs analysis and other factors as required by the scholarship sponsor; recommends award of scholarship aid to those who meet the appropriate criteria;

Coordinates counseling and academic support services for veterans and students in the Educational Opportunity Program;

Develops procedures for recordkeeping and record retrieval in accordance with auditing, reporting and record retention guidelines and funding agencies;

Represents the college in state, federal and local audits and program reviews of financial aid services;

Develops training materials for staff and plans workshops, seminars and in-house presentations to keep staff abreast of frequent regulatory changes affecting financial aid;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Federal and State programs of financial assistance to students; good knowledge of standard procedures for analyzing the financial need of individual students from personal and family income and assets; knowledge of on-line financial aid management programs, familiarity with the academic environment; ability to communicate effectively with individuals and with groups; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; sound judgment; initiative; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Guidance or a related area and six years of experience in Student Financial Assistance at a supervisory level or (b) a Master's Degree* in Guidance or a related field and five years of experience as described in (a); or (c) satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.