

## PROGRAM ADMINISTRATOR (FINANCIAL AID-WCC)

DISTINGUISHING FEATURES THE CLASS: Under general supervision, an incumbent of this class administers the disbursement of financial aid funds at Westchester Community College. The Financial Aid funds administered are generally those provided under various Federal Title IV programs, New York State tuition assistance programs, and grants and Guaranteed Student Loans programs. Financial Aid funds also include scholarships, as well as all other third party reimbursement programs, such as those provided through corporate and government agencies. Responsibilities include developing all internal fiscal procedures to implement aid programs, internal controls, reporting for the various funding sources, as well as ensuring compliance with all external and internal regulations related to the various funding sources. Supervision is exercised over subordinate support staff within the Business Office. Does related work as required.

### EXAMPLES OF WORK: (Illustrative only)

Plans, implements and evaluates the college's financial aid disbursement programs, ensuring conformance to relevant laws, rules, regulations and procedures;

Manages financial aid activities with other college departments to ensure established goals and objectives of financial aid disbursement programs are met and that financial aid services crossing divisions are efficiently coordinated;

Develops policies and procedures to ensure full compliance with federal, state and private funding source mandates regarding financial aid disbursements;

Consults with federal, state and corporate funding sources to define required fiscal procedures, and to develop required fiscal reports;

Communicates to the college administration proposed financial aid disbursement changes and/or new fiscal requirements; analyzes and advises administrators on the impact of changes;

Guides the development of new software applications to conform to the administrative requirements of federal, state and private funding sources;

Coordinates the implementation of system updates to the college's student accounts receivable systems;

Provides technical assistance to Business Office staff as well as technical assistance to other staff that have related responsibilities;

Establishes and maintains an annual calendar of events to schedule the multiple financial aid disbursements throughout the academic year;

Prepares, reviews, and analyzes periodic reports to evaluate progress toward fiscal goals; prepares reports of findings;

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

Develops financial aid disbursement analysis as specified by independent auditors;

Provides oversight to the National Direct Student Loan program, including third party collection services employed the college to collect delinquent student loans;

Supervises and participates in all third party tuition reimbursement billings;

Provides financial resolution to disputed financial aid disbursements, i.e. eligibility under federal and state guidelines;

Plans, coordinates and evaluates the work of assigned staff;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles and practices of financial aid funding mechanisms at the post secondary school level; thorough knowledge of Title IV federal aid programs, New York State Higher Education tuition assistance and grant programs, and Guaranteed Student Loan programs; knowledge of automated financial aid disbursement interfaces with institutional accounting systems; ability to interpret and apply laws, rules and regulations as they relate to financial aid disbursements and third party billing; ability to prepare and/or present factual reports in a clear, concise and effective manner; ability to supervise and coordinate the work of subordinate staff; ability to read, write, speak, understand and communicate sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; good judgment; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and three years of experience where the primary function of the position was in the field of education with at least one year of direct experience in the field of student financial aid at a post secondary institution.

SUBSTITUTIONS: Satisfactory completion of 30 credits\* towards a Master's Degree\* may be substituted on a year for year basis for up to one year of the required experience for up to two years. Candidates must possess the one year of direct experience in the field of student financial aid at a post-secondary institution.

\*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 Department as a post secondary, degree-granting institution.

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J.C.: Unclassified  
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Job Class Code: C3118  
Job Group: XII