

Position: Director of Financial Aid
Reports to: Vice President and Dean of Student Services
Terms: Full-time 12 month position

Primary duties include, but are not limited to the responsibilities listed below.

Principal Duties and Responsibilities:

- Administration and coordination of all students financial aid programs by:
 - Working within the framework of policies. Regulations, and statues applicable to all student financial aid programs in which the college participates
 - Making applications for funds
 - Submitting required reports to funding agencies
 - Determining students awards
 - Recommending institutional policies regarding student financial aid programs to the administration and the board of trustees
 - Maintaining student financial aid records
 - Preparing student expense budgets
 - Preparing student consumer information materials

- Coordination of the scholarship program by:
 - Coordinating financial aid awards with other institutional personnel awarding scholarship. Recommend students who show additional need to appropriate institutional personnel who can provide scholarship funds
 - Working with the Scholarship committee
 - Recommending scholarship policies
 - Assist in the coordination of the selection, awarding, and administering of institutional scholarships in cooperation with the Executive Director of Development

- Administration of the short-term loan program by:
 - Working within the terms of agreement for the operation of the program as entered into between the college and the donors of the program
 - Determining eligible loan recipients
 - Recommending policy revisions
 - Work with the Administrative Assistant to the President in the administration of the Palmer Scholarship/Loan program

- Other Duties:
 - Coordinate payment activities to the college and/or students from Federal, state and private agencies that assist students with educational expenses
 - Present financial aid workshops as requested
 - Balance all accounts (revenue and expenditures) related to the Financial Aid program
 - Direct the placement and evaluation of student employees in the College Work-Study Program
 - Required to be collegial, respectful and professional with faculty, staff and students at all times.
 - Workplace attendance is essential for job function.
 - Ability to work full time is essential.
 - Performs other duties as assigned.

Knowledge, Skills and Abilities

- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change

Education

- Bachelor's degree required but Master's degree and experience directly related to the duties and responsibilities specified preferred.

Revised 11/16/2018