

## JOB DESCRIPTION

JOB TITLE: Director of Financial Aid	FLSA: Exempt
Department: Financial Aid	Date 5/19/2015
Security Sensitive:	D61
Reports To: Vice President of Student Services	

### Job Summary

Under the general supervision of the Vice President of Student Services, the Director of Financial Aid has responsibility for the Office of Student Financial Aid and Student Employment and administers the student financial aid program including federal, state and local funds.

### Essential Job Functions

- Manages and supervises all financial aid processes for awarding student loans, grants, and scholarship packages;
- Develops and monitors the Financial Aid Office budget including personnel needs, departmental operating expenses;
- Develops student costs of attendance (individual student budgets) including tuition, books, fees, room and board etc.;
- Monitors college work-study expenditures, students' satisfactory academic progress, day care expenditures, federal and state grant expenditures, etc.;
- Reconciles student receivable accounts with the Business Office;
- Interprets and applies federal laws and regulations; college policies and regulations; and state regulations relating to the delivery of student financial assistance;
- Oversees all administrative functions of the Financial Aid Office by supervising, providing ongoing professional development opportunities, and evaluating all full-time and part-time employees;
- Calculates refunds and repayments for students who withdraw from school;
- Determines students' day care eligibility, arranges day care with vendors, sends out contracts;
- Ensures that the College has exception-

