



Position Title:	Director, Financial Aid Systems	Job Code:	0122
Reports To:	College-wide Director	Job Group:	PEC
Department:	Financial Aid Services	Salary Grade:	18
Prepared By/Date:	Jennifer C. Brito/05-08-2009	FLSA Status:	Exempt
Approved By/Date:	Mercedes Amaya/12-15-2011		
Revised:	Donna French/12-15-2011		

Summary:

This position is responsible for the coordination of the College's Financial Aid Processing System, Institution's Compliance of Federal and State Financial Aid requirements, and assisting the Director in administering the College-wide Financial Aid Program and is responsible for implementing the Pell Processing via COD, and assuring the Financial Aid Processing Systems provide automated procedures, which supports and assures full compliance in the Financial Aid Tracking and Packaging process.

Essential Duties and Responsibilities:

- Conducts compliance reviews of the Financial Aid System
- Provides college-wide procedures and implementation strategies of system related modification
- Organizes, plans, and directs the activities associated with the annual and ongoing system set-ups and maintenance for Financial Aid automated activities (tracking, packaging, reporting, and statistical analysis)
- Collaborates with the Campus Student Financial Assistance Directors in the design of Federal, State, Institutional, and other required ad-hoc reporting of financial aid awards and disbursements using Microsoft SQL Server
- Conducts periodic and annual reconciliations of the Federal Pell, and Campus Based Programs using multiple reporting mechanisms to assure that all required award adjustments and cancellations are performed timely, correctly, and completely, prior to the year-end reporting
- Monitors the inflow and disbursements of Federal Title IV funds, authorized through the Federal Allocation process and generated through the Pell Processing System, as well as the transmission of the origination and disbursements reporting to the Pell Central Processing System
- Coordinates/updates the Financial Aid Systems Calendar of activities and implements the financial aid disbursement schedules during the enrollment periods of the College with the application development and Business Affairs area representatives
- Assists the Campus Directors of Financial Aid in resolving systems related awarding and reporting inconsistencies; develops systematic resolutions to minimize current manual processes
- Represents the College Director on assigned committees, meeting, and acts on behalf of the Director in his absence
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Ability to develop effective structured database queries using Microsoft SQL Server
- Ability to manipulate Microsoft SQL Server query results using Excel to generate reports to be used by financial aid users (requires thorough knowledge of Excel including functions, pivot tables, and other formatting features)
- Working knowledge in the areas of XML data structures
- Working knowledge with creation and maintenance of SharePoint websites
- Possess strong interpersonal skills and the ability to effectively communicate with a wide range of

individuals and constituencies in a diverse community

- Ability to direct multi-department technical, creative and administrative staff
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Ability to interpret, adapt, and apply guidelines and procedures
- Ability to effectively present information to top management, public groups, and/or boards of directors
- Ability to exercise judgment, initiative, and maintain strict confidentiality
- Ability to work effectively as a team member, and be able to deal effectively and courteously with supervisors, peers and governmental representatives
- Ability to collaborate with other key administrative units of the College
- Possess excellent computer skills, systems and programming knowledge
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands 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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's Degree in Computer Science, Business Administration, or appropriate field with a minimum of five (5) years of administrative experience in the Student Financial Assistance area or other related area; or Bachelor's Degree in Computer Science, Business Administration, or appropriate field with a minimum of nine (9) years of administrative experience in the Student Financial Assistance area or other related area

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name

