



Position Title:	College-wide Director, Student Financial Services	
Reports To:	Associate Vice Provost, Accounting & Student Financial Services	
Department:	Student Financial Services	Job Code: 0682-00E
Prepared By/Date:	Jennifer C. Brito/03-2008	Job Group: PEC
Approved By/Date:	E. H. Levering/03-2008	Salary Grade: 19
Revised:	Jennifer C. Brito/06-08-2009	FLSA Status: Exempt

Summary:

The College-wide Director, Student Financial Assistance is responsible for the overall management of the Colleges Financial Assistance Programs. This individual coordinates all financial aid activities with Campus Directors of Financial Assistance and Campus Deans of Student Services.

Essential Duties and Responsibilities:

- Establishes College-wide financial assistance policies and procedures to ensure compliance with applicable federal, state and institutional rules
- Conducts periodic quality control reviews of College financial assistance/scholarship programs and recommends changes that may be needed
- Maintains a close working relationship with Campus Presidents, Student Deans, Financial Assistance Directors, as well as other student services personnel throughout the College in reviewing financial assistance programs, including scholarship allocations
- Hires, supervises and evaluates all financial assistance personnel to ensure the effective operation of financial assistance programs throughout the College
- Interprets new rules and regulations in regards to financial aid programs
- Prepares reports and makes presentations to the Student Deans, Council of Presidents and Board of Trustees as needed
- Coordinates, updates and promotes uniformity of College policies and procedures relating to student financial aid programs
- Maintains a close working relationship with the MDC Foundation to establish financial assistance and scholarship programs for students
- Monitors the institutional financial aid budget
- Assists in the preparation and monitoring of all federal and state student financial assistance program expenditure reports
- Coordinates internal and external audits and resolves audit findings
- Maintains a close working relationship with the Division of Business Affairs to ensure conformity with federal agency cash advance standards
- Implements new programs and maintains statistical data
- Attends meetings and conferences of the financial assistance community
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of managing a financial assistance program in a large, complex environment, along with knowledge of automated student financial aid systems.
- Knowledge of college policies and procedures.
- Excellent written and oral communication skills
- Strong interpersonal and communication skills to work effectively with a wide range of constituencies in a diverse community.

- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to effectively present information to groups of managers, clients, customers and the general public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to develop and interpret financial data/plans and manage resources.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to think, reason and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines.
- Ability to work in a multi-ethnic and 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 moderate.

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; talk or hear; and 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:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

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

- Master's degree in Business Administration or appropriate field from a regionally accredited institution and six (6) years of progressively administrative experience in financial aid; or a Bachelor's degree from a regionally accredited institution and ten (10) years of progressively administrative experience in financial aid
- Extensive supervisory and management experience of a financial assistance program in a large, complex environment, along with knowledge of automated student financial aid systems

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name