



**Position Title:** Campus Director  
**Reports To:** College Wide Director  
**Department:** Financial Aid  
**Prepared By/Date:** Jennifer C. Brito/6-9-2009  
**Approved By/Date:** Mercedes Amaya/6-9-2009  
**Revised:**

**Job Code:** 0684  
**Job Group:** PEC  
**Salary Grade:** 18  
**FLSA Status:** Exempt

**Summary:**

Responsible for the direction, administration and coordination of all activities pertaining to the financial aid programs offered on the campus as well as admission/ registration programs. In addition, this individual has overall responsibility for the general management, supervision, and operation of the campus Financial Aid Office.

**Essential Duties and Responsibilities:**

- Implements College financial aid procedures and guidelines, and directs the financial aid award process at the campus in accordance with current Federal and State regulations, College policies and procedures.
- Prepares reports for submission to College Director of Financial Aid and Veterans, governmental agencies and other sources of student aid funds.
- Oversees publication of registration hand-book and coordinates all registrations each term
- Oversees academic scheduling and assigns instructional rooms
- Gathers and disseminates enrollment and other statistical data as needed
- Maintains and issues student academic records and monitors the integrity of the transcript file
- Performs official certifications of student's records and maintains all VA certification records
- Serves as a member of the College Financial Aid Committee which advises on College financial aid activities and addresses issues related to the delivery of a comprehensive financial assistance program
- Serves as a member of the College Registration Committee and assists in the review and update of admission and registration services
- Serves as a campus representative on the College-Wide committees for records and veterans affairs
- Identifies possible sources and creates a database with all scholarships and grants available to students
- Works in coordination with College Registrar to ensure effective and efficient delivery of admission and registration services
- Performs related duties as required or deemed appropriate to accomplish assigned responsibilities and functions of the office.

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Working knowledge of Federal and State financial aid programs and applicable rules and regulations
- Excellent organizational and communication skills (both oral and written).
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or

members of the business community.

- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to work in a multi-ethnic and multi-cultural environment.

**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 Business Administration, or an appropriate field and five (5) years of administrative experience in financial aid or other related areas of student affairs or Bachelor's degree in an appropriate field and a minimum of nine (9) years of administrative experience in financial aid or other related areas of student affairs.
- Experience with automated financial assistance and registration systems required.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name