



Position Title:	Associate Campus Director	
Reports To:	Director of Financial Aid	
Department:	Financial Aid and Registration	Job Code: 0908
Prepared By/Date:	Jennifer C. Brito/06-08-2009	Job Group: PEC
Approved By/Date:	E.H. Levering/09-30-2009	Salary Grade: 17
Revised:	Jennifer C. Brito/12-01-2009	FLSA Status: Exempt

Summary:

The Associate Campus Director, Financial Aid, and Registration is responsible for the direction and coordination of all activities pertaining to the administration of financial aid programs offered on the campus and has overall responsibility for the general supervision and operation of the campus Financial Aid Office in addition to the coordination of College programs that relate to registration, maintenance of student records, and veterans affairs.

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, and College policies and procedures
- Prepares reports for submission to College wide Director of Financial Aid, governmental agencies and other sources of student financial aid funds
- Oversees registration and coordinates all registrations each term
- Oversees academic scheduling and assigns instructional rooms. Gathers and disseminates enrollment and other statistical data
- Maintains and issues student academic records; monitors the integrity of the transcript file
- Performs official certifications of students records and maintains all VA certification records
- Serves as a member of the College financial aid committee which advises on College financial aid activities
- Serves as the campus representative on the College-wide committees for registration, records, and veterans affairs
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Working knowledge of Federal and State financial aid programs and applicable rules and regulations
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- 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 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.

- Bachelor's degree in an appropriate field and a minimum eight (8) years of administrative experience in student services and/or financial aid

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name