

# GADSDEN STATE COMMUNITY COLLEGE

## JOB DESCRIPTION

Position Title: Assistant Director of Financial Aid

Supervisor's Title: Director of Financial Aid

### JOB SUMMARY:

Assist the Director with the federal, state, and institutional financial aid programs available at Gadsden State in compliance with all applicable regulations and policies;  
Responsible for all OneACCS Banner data load processes;  
Oversee technical operations for the Financial Aid Office.

### ESSENTIAL FUNCTIONS:

- Assist Financial Aid Director with the ongoing review of state and federal regulations
- Assist with the update of policies and procedures to ensure aid is administered in accordance with applicable guidelines
- Provide support for all financial aid programs (VA, WIOA, TAA, FWS, FSEOG, ASAP, and Scholarships)
- Oversee office operations in absence of the Director
- Assist Financial Aid Director in preparing institutional budgets
- Assist the Director with completion of required reports
- Oversee training of financial aid employees
- Responsible the satisfactory academic progress (SAP) processing, including appeals
- Responsible for transfer monitoring processes
- Prepare dependency overrides and professional judgement files for review and approval by the Director
- Package student financial aid awards, including but not limited to reviewing corrections returned by the Central Processing System for accuracy, making necessary ISIR corrections, researching and resolving Unusual Enrollment History (UEH) flags, researching and processing bachelor degree flags, completing TIV verification, etc.
- Conduct financial aid presentations
- Oversee all Banner dataload components, including but not limited to reviewing and resolving output files
- Responsible for Next Gen/Dynamic Forms, including but not limited to building forms required for each academic year per Department of Education and the Alabama Community College System specifications, maintaining clean records for migration to Banner imaging, maintaining the latest software updates, and ensuring up-to-date security rights
- Ability to generate, review and process ARGO's reports as needed
- Provide technical assistance for the Financial Aid Office, including but not limited to researching Banner processes and capabilities to increase efficiency, utilizing technology (such as Excel) to improve efficiency of routine office tasks and improve workflow, maintaining remote access to aid in troubleshooting computer issues at remote locations, consulting with the College's computer services area as needed, etc.
- Serve as the office liaison with Admissions and Records, including but not limited to consulting with that Office to determine students' ability-to-benefit statuses, resolve duplicate student numbers and duplicate social security numbers, resolve SSN and date of birth discrepancies, etc.
- Responsible for Ocelot chatbot initiative for Financial Aid
- Ability to generate, review and process ARGO's reports as needed.
- Comply with all policies of the Board of Trustees, the Alabama Community College System, and the College.
- Maintains the security and confidentiality of all student records in accordance with the Family Privacy Act of 1975.

- Serves on college committees as required or assigned.
- Perform other duties as assigned by the Director of Financial Aid

**REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:**

- Bachelor's degree required in Business, Accounting, Education or related field
- Minimum of three (3) years student financial aid experience

**REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:**

None

**OTHER QUALIFICATIONS AND JOB REQUIREMENTS:**

- Good management, planning, and communication skills
- Commitment to the teaching and learning process of the community college and the open-door admissions process

*The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

Reviewed by:

Employee's Signature \_\_\_\_\_

Date

Supervisor's Signature \_\_\_\_\_

Date