

GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

Position Title: Director of Financial Aid

Supervisor's Title: Dean of Enrollment & Retention

JOB SUMMARY:

Coordinates the administration, processing, awarding and reporting requirements of Title IV Financial Aid programs and agency sponsored programs. The programs are Federal Work Study (FWS), Federal Supplemental Education Opportunity Grant (FSEOG), Leveraging Educational Assistance Partnership (LEAP), Federal Pell Grant, Workforce Innovation and Opportunity Act (WIOA), Trade Readjustment Allowance (TRA), Alabama National Guard Educational Assistance, U.S. Department of Veterans Affairs Educational Assistance, and Alabama Department of Veterans Affairs Educational Assistance.

ESSENTIAL FUNCTIONS:

- Reviews and establishes financial aid policies and procedures to ensure aid is administered in accordance with applicable guidelines
- Directs and coordinates the delivery of student financial aid and the maintenance of records.
- Directs, trains, supervises, and evaluates the financial aid staff.
- Supervises the workflow of the financial aid staff.
- Manages state, federal, and institutional budgets.
- Prepares and submits annual reports to the U.S. Department of Education, Alabama Commission on Higher Education, and other outside agencies; specifically, Program Participation Agreement (PPA) and resulting Eligibility and Certification Approval Report (ECAR).
- The Financial Aid Director must work closely with Financial Services, Computer Services, Admission and Records, Advising, etc.
- Prepares and presents information regarding financial aid for high school students and parents at meetings, workshops, orientation, and recruiting sessions.
- Responsible for R2T4 process and capturing Pell Recalculation dates.
- Ability to generate, review and process ARGO's reports as needed.
- Advises and instructs students and/or parents regarding financial aid information.
- Supervises the administration of Veterans Affairs, TRA, WIOA, and scholarship programs.
- Responsible for providing staff with professional development opportunities, in addition to providing staff training on state and federal aid regulations.
- Attends required federal and state meetings, workshops, and conferences.
- Maintains the security and confidentiality of all student records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Prepares monthly, quarterly, semi-annually, and/or annual reports.
- Oversees and coordinates the Financial Aid Office response to program reviews and audits.
- Ensures the College Work Study Program is operating in accordance with federal regulations.
- Leads the financial aid unit through the use of data to inform decision making and to examine related trends.
- Verifies, documents, and maintains information used to determine eligibility for financial aid awards.
- Annually updates the Financial Aid Office Operations Manual.
- Serves on college committees as required or assigned.
- Perform other duties as assigned by the Dean of Enrollment & Retention.
- Comply with all policies of the Board of Trustees, the Alabama Community College System, and the College.
- Responsible for SACSCOC compliance and specialty accreditation compliance of all programs/services in assigned division/department.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- Master's degree from a regionally accredited institution required
- Minimum of five 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