



**Associate Director of Financial Aid  
VSC UP – SUP BARGAINING UNIT**

**Grade 14**

**EXEMPT**

### **Basic Function**

To coordinate and oversee one or more primary or specialized functions of the Financial Aid Office to assist the Associate Dean of Enrollment Services with all aspects of financial aid planning and office management and supervise the staff in the associate dean's office.

### **Characteristic Duties & Responsibilities**

- Administer the Federal Stafford and Plus Loan programs, including originating and disbursing loans, reporting and reconciling accounts, conducting loan entrance and exit interviews, and managing all aspects of the loan program for undergraduate and graduate loan borrowers
- Participate in outreach and informational financial aid programs attends public events and financial aid workshops related to recruitment and retention of students
- Responsible for advising and counseling of students, parents and colleagues regarding federal, state, and institutional financial assistance programs Assist in preparing financial aid applications and in application procedures and schedules assist in resolving a variety of problems emerging in the application process
- Assist with the oversight of the Satisfactory Academic Progress policy monitor student eligibility and serve on Financial Aid Review Board and the Academic Status Committee to hear and judge appeals
- Oversee the appeal process for dependency status and special conditions use professional judgment to make adjustments to student's financial aid application
- Process the return of Title I funds for students who have exited officially and unofficially from the College Notify the Business Office of adjustments in aid
- Assist the Associate Dean of Enrollment in planning, development and administration of financial aid programs following college, state and federal guidelines, policies and regulations
- Supervise the daily activities of staff as well as several student assistants assist in interviewing, hiring, and training new employees assign and review work assist staff with difficult or unusual tasks resolve problems

Associate Director Financial Aid  
Page

- Assist the Associate Dean of Enrollment with a variety of general administrative functions, such as design of forms and letters, updating the text in college publications and on the website, development, evaluation, and modification of internal operating policies and procedures. Manage the daily operations of the Financial Aid Office in the absence of the Associate Dean.
- Serve on the Housing Appeal Committee review appeals and make recommendations for students who wish to reside off campus.
- Confer frequently with supervisor and other College personnel to plan and coordinate activities, systems, change information, investigate and resolve problems. Serve on College committees as requested. Represent the Financial Aid Office at various College functions.
- Perform various liaison functions with outside funding and regulatory agencies and organizations, including banks, grant and grantee agencies, and private funding sources.

### Supervision Received

Direction is received from the Associate Dean of Enrollment Services.

### Supervision Exercised

Partial functional and administrative supervision of Financial Aid staff members.

### Minimum Qualifications

Bachelor's degree in an appropriate discipline, plus five or more years of relevant financial aid experience, or combination of education and experience from which comparable knowledge and skills are required.

Good general understanding of financial aid funding mechanisms and higher education administrative operations, some directly related experience in financial aid, higher education administration or relevant program involving government funding. Ability to understand, interpret and explain complex financial aid regulations.

- Familiarity with basic accounting principles and methods.
- Excellent analytical and problem-solving skills.

- Some relevant experience in managing complex records systems, including computerized information systems