



Job Classification Description

**DIRECTOR OF FINANCIAL AID/VTC
VSC UP SUP Bargaining Unit**

**Grade 15
Exempt**

BASIC FUNCTION

To direct and manage VTC student financial aid programs, including need-based grant, loan and work study aid programs.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate the various functions and services of the Financial Aid Office, including operating policies, procedures and methods. Develop and modify policies and procedures in accordance with changing institutional resources and federal regulations.
- Exercise full supervisory authority, directly and indirectly, over two to three staff members, as well as several student assistants. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems, and the like.
- Plan and administer the financial aid operating budget.
- Establish financial aid packaging parameters in accordance with all applicable College and government policies and regulations.
- Package individual financial aid awards: review applications, determine eligibility, verify accuracy of data, compute need, allocate resources, authorize disbursement of funds.
- Inform and advise students and parents on financial aid opportunities, student aid

- Confer regularly with the senior administrators and other VTC and VSC personnel to plan, coordinate and evaluate programs/systems/activities, exchange information, investigate and resolve problems, and the like.
- Serve on various College committees.
- Serve as liaison with and represent the College to government agencies, professional organizations, and others outside the College.
- Write and/or edit various informational materials, form letters, forms, and the like relevant to financial aid and student records operations, functions and programs.
- Assist with or carry out the preparation of financial aid and enrollment projections.
- Prepare a variety of administrative/management reports.

SUPERVISION RECEIVED

Direction is received from the Dean of the College.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect of two to three staff members, as well as various student assistants.

MINIMUM QUALIFICATIONS

Bachelors degree plus four to six years of relevant higher education administrative experience, including two years of financial aid experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad-based technical knowledge of financial aid funding mechanisms, regulations, needs analysis methods, and aid packaging techniques.
- Good working knowledge of college student records systems.
- Good planning, organizational, administrative, and supervisory skills.
- Good writing, math, analytical, and problem-solving skills.
- General knowledge of accounting principles and methods, and data processing systems.
- Good counseling/advising skills.
- Ability to deal effectively with students, parents, and administrators, as well as funding agencies and various outside organizations.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.