



JOB DESCRIPTION

POSITION TITLE: Director of Student Financial Services

DEPARTMENT: Student Services

FLSA: Exempt

REPORT TO: Dean of Students

POSITION SUMMARY: The Director of Student Financial Services is responsible for providing efficient operations and coordination of all student financial aid programs in addition to providing superior service to financial aid applicants, and members of the college community, ensures legal compliance with all federal, state and governing statutes in regards to student financial aid. The Director of Student Financial Services reports to the Dean of Students.

1. ESSENTIAL JOB FUNCTIONS:

2. To supervise all student financial aid programs at the institution including Pell
3. Grant, Supplemental Education Opportunity Grant, college work Study,
4. Scholarships, Special Programs and other similar programs.
5. To plan and coordinate, with the MIS Department and Director of Accounting, the required systems necessary to maintain and insure adequate fiscal control of Financial Aid Programs.
6. Assist in the preparation of budgets for Federal Work-Study, FSEOG, and Pell Grant programs.
7. To plan, develop and implement the necessary regulations and procedures to insure
8. the accountability of all financial aid programs.
9. To disseminate and review all current and revised regulations regarding financial
10. aid programs with students, parents, instructors and administrators.
11. To counsel with students and parents as to the availability and applicability of
12. financial aid programs as they relate to individual needs.
13. To develop policy and procedure recommendations relevant to student financial aid
14. matters at the college in order to ensure federal compliance.
15. To prepare and submit all quarterly and annual financial reports for those student
16. financial aid programs in which the institution participates.

17. To review student applications for financial aid, allocate appropriate resources, and authorize disbursements of all financial aid funds. To coordinate announcements and oversee the selection of all federal work-study students.
18. To serve on or chair college committees as assigned.
19. To supervise and coordinate the activities of the Office of Financial Services' staff.
20. To serve as a member of the President's Extended Cabinet providing input for the effective management of the college in general and to promote the college's mission.
21. To perform other job related duties as may be assigned by the Dean of Students or other appropriate administrator.