



<b>Job Title</b>	Assistant Director, COM Financial Aid	<b>Job Code</b>	COM41
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	College of Medicine	<b>Union Code</b>	0
		<b>Subfamily</b>	

**Job Family & Subfamily Summary**

**College of Medicine Professionals** are specialized and unique to the UCF College of Medicine.

**Job Summary**

Assists in the coordination of all student financial services at the College of Medicine, including all daily operations and financial counseling services. Responsible for the processing of financial aid for federal and institutional programs, ensuring compliance with federal regulations. Assists in developing and maintaining policies and procedures for effectively processing aid and communicates COM’s vision to various constituents.

**Representative Duties**

**1. Administration**

- Assists in the coordination of student financial services for the college
- Acts as the COM Director of Student Financial Services in the Director's absence
- Shares responsibility for the continual establishment of operational policies and procedures as well as the development and implementation of processes

**2. Liaison**

- Serves as a liaison between UCF main campus offices and the College of Medicine
- Facilitates ongoing communication between offices to ensure consistency of processes and services

**3. Counseling**

- Counsels and advises medical students regarding the financial aid process and other financial topics via one-on-one meetings and group presentations
- Develops student aid counseling and consumer information in accordance with federal regulations
- Analyzes and evaluates students' financial needs and advises/counsels students regarding budgeting, debt management, credit and loan repayment

**4. Awards**

- Responsible for awarding and processing financial aid for medical students
- Ensures compliance with federal regulation and UCF policies
- Serves on College of Medicine Scholarship Committee to determine awarding parameters of gift aid for best use of resources to attract diverse and exceptional students
- Works with VP of Development to facilitate the awarding of UCF Foundation scholarship monies
- Assists in the responsibility for calculating the Cost of Attendance for all MD students and works with the main campus staff during systems set-up phase each year

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
4+ years of relevant work experience 1+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.