



Job Title	<u>Director, COM Financial Aid</u>	Job Code	<u>ES0225</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>19</u>
Union	<u>Non-Union</u>	FLSA Status	<u>Exempt</u>
Job Family	<u>Enrollment Services</u>	Union Code	<u>0</u>
		Subfamily	<u>Financial Aid</u>

Job Family & Subfamily Summary

Enrollment Services Professionals participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

Admissions Professionals recruit, evaluate, and participate in the selection of candidates for admission. Coordinate with all organizations and individuals involved in the admissions process. Advise applicants and parents about educational planning.

Job Summary

Coordinates and supervises all student financial service activities for the College of Medicine M.D. program. Counsels and advises students in all aspects of the financial aid process, financial literacy, and debt management. Sets and implements policies and procedures for processing of financial aid in coordination with the Orlando main campus.

Representative Duties

1.

- Manages the financial aid award process for the M.D. program, from evaluation of student eligibility to the entering of awards, processing advances for students who qualify, and monitoring for issues, coordinating with main campus staff to guarantee timely disbursement
- Manages the continual establishment of operational policies and procedures, as well as the development and implementation of processes as needed to improve these services
- Counsels and advises medical students regarding the financial aid process
- Analyzes and evaluates students' financial needs and meets with students as needed to give advice and counsel on budgeting, debt management, credit and loan repayment
- Maintains communication, primarily via e-mail, with students regarding financial aid requirements and deadlines
- Assists students with application for additional resources, generally private scholarships
- Creates and delivers financial aid presentations throughout the year
- Gives final approval for official award notifications, reports and surveys for outside entities, and content that is published on the web and student portal related to financial services
- Serves on committees
- Certifies and disseminates required costs associated with enrollment in the M.D. program for purposes of acquisition of additional funds for students from outside organizations, such as HPSP and other scholarships
- Works with COM development team to determine balances available for payment to students and facilitate the acquisition of gifts
- Calculates the Cost of Attendance for all MD students and works with Orlando campus staff during the systems set-up phase each year
- Reconciles programs and fiscal integrity of office

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

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.