



Job Title	Director, University Financial Aid	Job Code	ES0222
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
Job Family	Enrollment Services	Union Code	0
		Subfamily	Financial Aid

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

Responsible for the coordination and management of all federal, state, institutional, and private student aid funding. Manages, oversees and monitors both the office operating and student financial aid program budgets Ensures compliance with the completion of required federal, state, and agency reporting. Provides follow-up and guidance in complying with federal, state, and internal audits and program reviews.

Representative Duties

1.
 - Directs the coordination and distribution of all federal, state, institutional, and private student aid funds
 - Manages, oversees and monitors the office operating and student financial aid program budgets
 - Serves as a member of the enrollment services team working to meet recruitment and retention enrollment goals of the institution
 - Maintains a thorough working knowledge of university, federal, and state regulations and polices governing student aid programs in order to properly analyze and react as needed to changing regulations and polices
 - Serves as a liaison between the U.S. Department of Education and the State Department of Education in matters relating to the administration of student financial aid programs
 - Ensures compliance in the completion of required federal, state, and agency reports
 - Provides follow-up and guidance with responding to federal, state, and internal audits and federal program reviews
 - Chairs and coordinates the University Scholarship Committee
 - Supervises the coordination and processing of athletic scholarship and service awards according to NCAA and institutional policies
 - Directs and manages all undergraduate work-study employment awards and processes
 - Oversees the hiring of staff members and ensures compliance with all human resources policies of the institution
 - Attends professional workshops, meetings, and training sessions to obtain adequate professional development, as well as to remain knowledgeable of all current regulations and policies pertaining to student aid programs
 - Assists in the presentation of financial aid information to groups of students, parents, high school counselors, and/or the general public in workshops and training sessions

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.