NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of Financial Aid

Department: St
FLSA Status: Exempt
Grade/Level: Admin
Work Schedule:
  Monday - Thursday 8AM - 6PM
  Friday 8AM - 12PM
  Or as assigned by the supervisor

Job Status: Full Time
Reports To: Vice President for Student and Outreach Services
Amount of Travel Required: Some travel required
Positions Supervised: None
Contract Length: 12 months

PURPOSE: The Director will plan, implement, and evaluate all aspects of Financial Aid and Veteran Affairs and will serve as the administrator of all Title IV student assistance, state, institutional and private funds. The Director will certify to the Department of Veterans Affairs student eligibility, program of study and monitor academic progress.

MAJOR RESPONSIBILITIES:

- Interpret and implement state and federal financial aid policies and regulations.
- Maintain accurate and complete financial records.
- Submit periodic reports to state and federal agencies.
- Counsel groups and individuals to enhance awareness of financial aid services.
- Monitor student academic progress.
- Monitor computer development as it relates to financial aid.
- Utilize computer assisted financial aid record keeping.
- Develop and monitor departmental budget.
- Prepare information for the financial aid newsletter.
- Provide information to prospective and enrolled students.
- Present financial aid programs within the community, area high schools, and the public.
- Develop and/or update all institutional financial aid forms and maintain contact with state and federal agencies for necessary forms.
- Update printed information about financial aid programs, policies, and application procedures.
- Review and input data from students’ files for all awards.
- Serve on the scholarship committee, develop ranking system for scholarship committee, and oversee the awarding process as prescribed by the donor.
- Determine requirements for tuition waivers and maintain necessary documentation.
- Participate in local, regional, state, and federal organizations workshops to maintain current information on financial aid regulations.
- Counsel VA students regarding educational benefits.
- Maintain familiarity with regulations to administer the VA program.
- Maintain necessary documentation for certification of eligibility for veterans.
- Assist with the selection, training, supervision, and evaluation of office personnel.
- Assist the administration in carrying out the mission of the college.
- Coordinate work activities with other student development professionals.
- Perform other duties as assigned.
Position Characteristics:

This position requires:

- Strong counseling skills
- Ability to provide leadership regarding the interpretation and implementation of federal, state and institutional policies to ensure regulatory compliance
- Making effective use of funds and the integration of the aid process into the enrollment programs
- The effective management of a one million dollar plus aid program and supervision of personnel
- Acting as liaison to develop and maintain appropriate communication with all constituents (students, parents, faculty, federal, and state governments)

QUALIFICATIONS:

- Bachelor’s degree in a related discipline (business, counseling)
- Master’s degree preferred
- Five or more years of experience within a community college financial aid office
- Previous supervisory experience
- Strong communication and interpersonal skills
- Strong organizational and computer skills
- Strong knowledge of state and federal financial aid requirements (Texas)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Physical and Mental Requirements

- Ability to maintain concentration level while dealing with interruptions
- Attention to details, with emphasis on accuracy in data entry
- Capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans
- Ability to lift, carry, or move 50 pounds
- Walking
- Good listening skills
- Frequent stressful conditions
- Standing and sitting for long periods of time
- Lack of mental impairment
- Frequent decision making ability.

This is an inside office position with minimal safety/health hazard potential.
SIGNATURES:

______________________________________  ________________
Director of Financial Aid  Date

______________________________________  ________________
Vice President for Student and Outreach Services  Date

______________________________________  ________________
President  Date

Job description developed:  November, 2010
Reviewed:  
Revised:  Diana Hall
Prepared by: