

---

## POSITION DESCRIPTION – DIRECTOR OF FINANCIAL AID

---

3/5/2014

Supervisor: President  
Employment Status: Full-time, Exempt

---

### PRIMARY OBJECTIVE

The Director of Financial Aid assists students with the federal student aid application process, administers the College's financial aid program, directs students to external resources and oversees institutional compliance in accordance with federal, state, and local regulations.

### RESPONSIBILITIES AND DUTIES

1. Performs need analysis and student financial aid packaging.
2. Oversees and evaluates the effectiveness of the institution's financial aid policies and procedures.
3. Provides counsel and advice to parents and students regarding their higher education financing.
4. Prepares and updates consumer information, providing required and informational materials to prospective financial aid recipients.
5. Develops financial aid programs and strategies for awarding institutional scholarships and grants in support of the College's strategic goals.
6. Ensures compliance with all federal and state regulations regarding the distribution of all financial aid including: institutional scholarship and grant programs, federal grants and need-based loans, federal and institutional work-study, and all supplemental loan programs.
7. Ensures that all institutional, federal and state funding sources are utilized within budget parameters.
8. Maintains a thorough knowledge of Department of Education and State of Delaware regulations; verifies all federal financial aid applications in compliance with Title IV requirements.
9. Participates in federal, state, regional and local organization workshops and conferences.

### PROCESSING

1. Assists students in filing federal financial aid applications electronically.
2. Calculates eligibility, makes awards, and authorizes the disbursement of funds.
3. Certifies Federal Stafford loan applications, prepares student loan enrollment confirmations and deferment forms.
4. Processes Federal Direct Student Loans and alternative education loans.
5. Conducts required Stafford loan entrance and exit interviews.
6. Monitors student enrollment status to prevent over-awards and to determine satisfactory academic progress.
7. Certifies state grant funding and veterans for receipt of Veterans Administration benefits.
8. For work-study programs: recruits eligible students, compiles necessary paperwork, monitors student earnings and federal CWS draw downs.

### REPORTING

1. Responsible for completion of all federal, state and institutional reports
2. Reports Federal Pell Grants using electronic Pell payment processing software and reconciles payment data with the Business Office.
3. Prepares data for annual FISAP report.
4. Works with the Business Office to ensure federal funds are administered in accordance with federal cash management regulations.
5. Manage external audit of Title IV funds.

### REQUIRED QUALIFICATIONS

1. Bachelor's degree in business or related field.
2. Minimum 3 years of work experience in post-secondary institution with administrative responsibility for financial aid services.
3. Must have computer aptitude, including proficiency in Word and Excel; familiarity with financial aid software, PowerFAIDS experience preferred.
4. Strong interpersonal and communications skills.