



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Senior Financial Aid Officer
LOCATION:	Office of Financial Aid & Student Employment
REPORTS TO:	Director of Financial Aid
GRADE:	CCRIPSA 11
SUPERVISES:	May supervise clerical staff and/or student aides.

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

BASIC FUNCTION:

To assist with the administration of the financial aid and student employment functions at the Community College of Rhode Island to include the determination and award of aid, coordination and preparation of Work Study and Off Campus student employment, and provision of advising and academic oversight.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review financial aid applications to determine the extent of financial need and make awards of financial support within the limits set by established policies, rules and regulations; audit and adjust awards on a continuous basis; revise estimates of need as student and/or parents report changes in their financial circumstances
- Calculate proration for student financial aid refunds; notify the appropriate funding agency

of refund and amount.

- Conduct personal interviews with students and their parents regarding financial aid.
- Determine student eligibility for the Federal Stafford Loan, Federal Parent plus Loan and Federal Unsubsidized Stafford Loans; approve, process and sign bank loan applications.
- Conduct in-person initial and exit loan counseling with each Federal Stafford Loan or Federal Unsubsidized Stafford Loan borrower regarding loan obligations, repayment plans and the possible consequences of loan default
- Determine and process scholarships and grants such as Federal Pell Grants, Federal Supplemental Educational Opportunity Grants and Rhode Island and Massachusetts State grants; validate student aid reports.
- Monitor CCRI aid expenditures and aid recipients' reasonable Academic Progress according to Community College Academic Eligibility Policy and Federal Guidelines.
- Coordinate and process awards and payroll for college work study programs such as RI Work Opportunity Program, State Targeted Employment Program, and Federal College Work Study Program and Off Campus employment; prepare positions and budgets for department supervisors; prepare related payroll and accounting reports; notify department supervisors and students of eligibility/ineligibility; advise students of employment rights and obligations.
- Allocate and monitor student employment budgets for each department within the Division of Student Affairs.
- Write and design Student Financial Aid publications, manuals and forms.
- Participate in the formulation of student aid policies, procedures and operations.
- Attend off-campus workshops and department meetings scheduled on a rotating campus basis.
- Serve as liaison with other College offices such as Enrollment Services, Bursar's Office, Controller's Office, and Access to Opportunity.

OTHER DUTIES AND RESPONSIBILITIES:

- Perform outreach duties; conduct Financial Aid workshops at high schools and Community College events.
- Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal and mainframe computer systems and related software.

There is considerable communications via the telephone and through public speaking engagements. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required, preferably with course work in counseling and business disciplines. At least 3 years of experience in financial aid required. Experience with on-line computer systems and personal computers required. Strong supervisory, organizational and interpersonal skills essential. Ability to understand and appreciate cultural diversity. Must be able to maintain the strictest confidentiality of information.

Must have access to and use of own transportation. Or, any combination of education and experience which is substantially equivalent to the above qualifications.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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