JOB DESCRIPTION

POSITION: Associate Director of Financial Aid Operations

LOCATION: Office of Enrollment Services
Campus may vary based on the needs of the department.

REPORTS TO: Director of Financial Aid

GRADE: CCRIPSA 13

SUPERVISES: Professional and support staff, student employees

BASIC FUNCTION:
Responsible for the administration of a complex financial aid program, with primary focus on the day-to-day oversight and management of the Banner financial aid module, funding application and accounting. To act as the Director of Financial Aid in his/her absence.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Formulate, implement, review and evaluate policies, procedures and standards to ensure departmental compliance with Financial Aid guidelines and objectives.

Interface with other appropriate institutional departments to coordinate programs, services and policies.

Interview and counsel students and parents regarding financial aid programs. Make recommendations and referrals to other institutional personnel such as Counseling, Special Services, Admissions, etc.

Interface with guidance counselors and community service organizations to provide timely and accurate flow of financial aid information to potential applicants.

Perform needs analyses on student applications and construct financial aid packages; authorize program disbursements.
ESSENTIAL DUTIES & RESPONSIBILITIES (Continued):

Administer and conduct ongoing statistical reviews and reconciliation of all financial aid programs including Student Employment, Federal Pell Grant, Federal SEOG, Institutional Scholarships, Federal Direct Loans and any other source of funds for student assistance.

Forecast spending trends and make appropriate recommendations to modify spending rates according to budget allocations.

Assist in preparation of department operating budgets, statistical reports and evaluations, and complex funding applications.

Assist the Information Technology Department with the implementation, modification and/or refinement of a computerized data processing system.

Maintain day-to-day responsibility for the Banner Financial Aid module, overseeing all systems processing. Write and update rules, population selections, and other functional/technical aspects of the system.

Train Financial Aid and other related CCRI staff to understand and use the Banner system; prepare and process program requests for timely and accurate record keeping.

Participate in program and statistical reviews/audits; provide for the implementation of resulting recommendations.

Troubleshoot problems as they arise and recommend and carry out appropriate resolutions.

Participate in the ongoing development and maintenance of the departmental policy, procedure and processing manuals. Ensure that the department maintain compliance with all applicable federal, state and institutional rules and regulations.

Maintain expertise in all areas of financial aid so that the department can plan and react positively to constantly changing Federal, State and institutional postures concerning student assistance.

Select, supervise, train and evaluate department staff.

Prepare informational materials for publication and maintain current information on the departmental website.

Other related duties as assigned.
LICENSSES, TOOLS AND EQUIPMENT
Working knowledge of computers and related software; use of other office equipment. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:
Master's degree in Educational Administration, Student Personnel or Business Administration preferred. Bachelor's degree in related field required.

Five-Seven (5-7) years of administrative Financial Aid experience required.

Two years of supervisory experience as an Assistant Director or higher required.

Proficient in the use of automated, Financial Aid systems with expertise in the Banner Financial Aid module as a “super-user” required.

Experience with COD and NSLDS.

Expert knowledge of federal financial aid regulations required.

Strong interpersonal skills essential.

CCRI is an Equal Opportunity / Diversity Employer.
Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.
All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.