

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DIRECTOR OF FINANCIAL AID**

#### **BASIC FUNTION:**

Under the direction of an area administrator, plan, organize, develop, implement, direct and coordinate the district Financial Aid programs; provide leadership in the areas of planning and application for funding, budget development, monitoring, evaluation, and reporting, of the Financial Aid programs throughout the district and the community; train, supervise, evaluate and participate in the selection of assigned staff.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, develop, implement, direct and coordinate the district Financial Aid programs, including grants, loans, Federal Work Study, and veterans benefits. **E**

Read, understand, interpret and implement federal and state regulations and guidelines governing financial aid programs, including but not limited to Pell grants, Stafford loans, Supplemental Educational Opportunity grants, college work study, direct student loans, Board of Governors grants, California grants and Veterans Administration; maintain current knowledge of regulation and guideline revisions and implement accordingly. **E**

Plan, develop, evaluate and direct the implementation of policies and procedures to ensure accurate record keeping, accurate and timely student awards, and timely disbursements of financial aid to eligible students in accordance with federal and state regulations and institutional policies. **E**

Plan, organize, direct and coordinate the dissemination of information about financial aid and scholarship programs to current and potential students; assure that students' consumer rights are protected according to the mandates of higher education amendments. **E**

Supervise the maintenance of financial aid records including awards and cumulative records of each recipient to prevent "over-awarding" of funds. Review student files and proposed aid packages to ensure compliance with federal and state guidelines. Review and evaluate student files to determine financial eligibility and special circumstances to determine appropriate revisions to aid packages. **E**

Plan, organize, and prepare the district's applications for federal and state funds; prepare a variety of complex statistical and narrative annual and other periodic reports to federal, state and local agencies to support the financial aid program; prepare applications and proposals to obtain federal, state and private student aid funds; assure maintenance of accurate records and balance accounts with fiscal services records. **E**

Train, supervise and evaluate the performance of assigned personnel; provide technical direction and guidance; counsel and discipline employees as needed; reassign work to assure timely completion. **E**

Communicate with other district personnel to coordinate effective financial aid services; provide technical expertise and inform students, staff and administrators regarding financial aid, policies and procedures; conduct orientations and workshops to explain financial aid regulations, requirements and application procedures. **E**

Attend conferences, workshops and training seminars to keep abreast of changes in federal and state regulations; represent the college to other educational institutions and community organizations. **E**

Operate a computer and applicable software to input data, retrieve and generate a variety of reports. **E**

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Extensive and current knowledge of applicable federal and state regulations and policies, including but not limited to State Education Code, Title IV regulations, Federal Register and other applicable laws, governing financial aid programs being administered.

Evaluation of need analysis documents and aid packaging concepts.

Eligibility requirements and application procedures for assigned financial aid programs.

Graduation and transfer requirements to determine "satisfactory progress."

Interviewing and counseling techniques.

Principles of supervising, training and providing work direction.

Financial and statistical record-keeping techniques.

Electronic data processing procedure and applications.

Applicable sections of State Education Code, Title IV regulations, Federal Register and other applicable laws.

District organization, operations, policies, and objectives.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic math.

Operation of office machines, a computer terminal, data entry techniques and applicable software.

Preparation, maintenance, verification and processing of financial aid records.

Telephone techniques and etiquette.

### **ABILITY TO:**

Plan, develop, organize, direct and coordinate the functions of the Financial Aid and scholarships programs.

Read, understand, interpret, explain, and apply a wide range of written materials having technical, legal and policy content.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.  
Assist and relate to individuals from diverse cultural backgrounds.  
Train, direct, supervise, coordinate, and evaluate the work of assigned personnel.  
Exercise sound judgment in reviewing and screening applications for financial aid to determine eligibility and evaluate special circumstances.  
Establish and maintain cooperative and effective working relationships with students, faculty, socioeconomic, cultural, ethnic and disability backgrounds.  
Communicate effectively both orally and in writing.  
Meet schedules and timelines.  
Work confidentially with discretion.  
Answer telephones and greet the public courteously.  
Prepare and deliver oral presentations.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree from an accredited institution of higher education with a major in business administration, public administration, or related fields and four years of increasingly responsible college financial aid experience including two years of supervisory experience.

#### **WORK CONDITIONS:**

Office environment; subject to interruptions.

Position requires hearing, moderate lifting, bending and reaching above shoulder, sitting or standing for extended periods. Of time, speaking to exchange information and interview students, and dexterity of hands and fingers to operate a computer terminal and other office equipment.

Incumbent may be exposed to abusive and hostile individuals.