

FORT SCOTT COMMUNITY COLLEGE

Position Description BU05

NAME: _____ **JOB TITLE:** Financial Aid Assistant Director

DIVISION/DEPARTMENT: Financial Aid

RESPONSIBLE TO: Financial Aid Director

MONTHS PER YEAR: 12 **HOURS PER WEEK:** Hourly **UPDATE:** 03/27/2024

CREDENTIALS:

Bachelor's degree preferred.

Ability to perform data processing and accounting functions of routine difficulty with minimal supervision

Ability to maintain a high degree of confidentiality

Exceptional interpersonal leadership and customer service skills including courtesy, tact, and diplomacy.

Proficient in English, spelling, math, office practices and procedures including Microsoft Office with Excel preferred.

Adequate experience and ability in the use of office tools and equipment utilized in the operations of the Financial Aid Office

Ability to organize and prioritize tasks effectively and efficiently

JOB PURPOSE:

To assist the Financial Aid Director with the administering, developing, and maintaining federal student financial aid programs, and to gain the knowledge and skills required for a more senior role.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assist students with financial aid applications and answer any questions they have about their aid
2. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
3. Attend financial aid updates and/or state and community college meetings
4. Read and be informed of all new and existing policies and procedures, federal and state regulations and any information needed to be current on all aspects of the Title IV aid assistance programs
5. Be knowledgeable on all aspects of processing aid, from applying to awarding and transmitting to the Business Office
6. Enter any necessary data on computer, run reports, verify information, and be able to disburse any funds
7. Verify information with records in the registrar's files to process aid awards, check transcripts and document eligible recipients.
8. Complete and process all aspects of PELL and LOAN payment procedures with the Department of Education by the laws and timelines required. Verify and correct any errors
9. Answer phone calls and respond to the nature of inquiry
10. Provide counseling to students regarding financial aid opportunities and responsibilities, both federal and institutional, and the status of their individual file.
11. Attend Parents' Night at high schools and other events to present financial aid information.
12. Contribute to continuous improvement of processes and procedures.
13. Must be punctual and timely in meeting all requirements of performance, including, but not limited to attendance standards and work deadlines; and beginning and ending assignments on time.
14. Assist with the student work study process. This includes, but is not limited to, collecting the required documents, awarding work study funds, and entering the necessary data required for payment.
15. Become a proficient user of the Financial Aid Module and the DMS feature of the POISE information management system (i.e. SORT, SEARCH, SCOPE, PRINT, and other applicable features).
16. Monitor and notify students of exit counseling requirements.
17. Facilitate and monitor Satisfactory Academic Progress (SAP), including end of semester evaluation.
18. Prepare for and coordinate appeals committee meetings for SAP and degree appeals.
19. Cross-train with Director on yearly reporting requirements.
20. Assist Director with collecting information required from Veteran students and certifying Veteran's Benefits as a secondary School Certifying Official.
21. Coordinate yearly updates to the policy and procedure manual.
22. Assist in all other duties deemed necessary by the Financial Aid Director.

Reviewed by Supervisor: _____
Signature

Date