

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description BU08**

NAME:

JOB TITLE: Financial Aid Director

DIVISION/DEPARTMENT: Financial Aid

RESPONSIBLE TO: Vice President of Finance

MONTHS PER YEAR: 12

HOURS PER WEEK: Exempt

UPDATE: 6/20/24

**CREDENTIALS:**

Bachelor's Degree

Background and experience in data processing

Ability to perform accounting functions of routine difficulty

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

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

Must be punctual and timely in meeting all requirements of performance, including, but not limited to attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

Ability to establish and maintain effective working relationships with other employees and the general public

Experience with financial aid policy-making desirable

Comprehensive knowledge of all phases of financial aid operations

Ability to organize priorities and work effectively in a strong service environment under pressure and subject to frequently changing state and federal regulations within established deadlines.

Knowledge of budget planning and college financing

Ability to establish well-defined procedures for students to obtain financial assistance

Ability to organize/coordinate and supervise the Financial Aid office staff

**JOB PURPOSE**

To supervise and manage the Financial Aid office staff. To establish and implement Financial Aid policies and procedures. To mediate and resolve student concerns as related to the Financial Aid office. To assist students in all areas of financial aid offered at FSCC, including helping with applications, processing student aid, and keeping accurate records for each student receiving financial aid, and counseling students on financial aid matters.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Responsible for providing overall direction, leadership, and management of the Financial Aid Department and administration of the Title IV Federal Aid Program.
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. Develop and manage the Financial Aid departmental budget, including submission of Purchase Orders/Invoices via POISE.
4. Read, update and study all Financial Aid information, regulations and publications, keep other team members and upper administration informed of information for decision making
5. Evaluate the Financial Aid staff through annual performance reviews and make recommendations to the VP of Finance regarding hiring/firing
6. Oversee the issuance of PELL grants
7. Schedule and attend parents' night at high schools and other events to present financial aid information
8. Meet with students, parents, or other concerned individuals to resolve complex problems/conflicts with discretion, honesty, and sensitivity.
9. Assist students with financial aid applications and answer any questions about their aid
10. Serve as the VA School Certifying Official and point of contact for veterans using education benefits. Includes assisting with needed documents for certifying benefits in VAONCE, advising veterans regarding Federal Aid eligibility, keeping up to date with changing regulations, and attending yearly workshops.
11. Attend financial aid updates and/or state and community college meetings
12. Be knowledgeable on all aspects of processing aid, from applying to awarding and transmitting to the Business Office
13. Enter any necessary data on computer, run reports and verify information using various institutional and federal software.

14. Verify information with records in the Registrar's files to process aid awards, check transcripts, and document eligible recipients
15. Administer and coordinate the student loan program; including designing and implementing loan default strategies, entrance and exit counseling and the processing of loans.
16. Complete and process all aspects of PELL payment procedures with the Department of Education by the laws and timelines required. Verify and correct errors.
17. Answer phone calls and respond to the nature of inquiry
18. Provide counseling to students regarding financial aid opportunities and responsibilities, both federal and institutional, and the status of their individual file.
19. Prepare accurate and appropriate reports as required by local, state and federal agencies, including the year end FISAP report of federal expenditures and application for funding. This includes updating the Net Price Calculator, Community Service Waiver, and working with the Director of Institutional Research on the IPEDS. Also, updating the Program Participation Agreement with any changes and renewal every 6 years.
20. Identify students not meeting minimum Satisfactory Academic Progress standards.
21. Provide adequate training to the Financial Aid staff to insure they can successfully fulfill their job responsibilities
22. Reconcile all federal funds with both the Business Office and the DOE each month.
23. Coordinate with the Scholarship Office and Foundation Office to maintain dollar amounts of institutional and endowment funds in POISE and award scholarships in POISE according to determination of eligibility both by the Scholarship Office and the Athletic Department.
24. Determine through POISE batch process any students that had a last date of attendance before completion of 60% of the semester and return any overpaid funds according to the Return to Title IV Funds (R2T4) federal regulations.
25. Review individual applications with unusual circumstances for exceptions to policy.
26. Act as a liaison to the designated auditor and accounting staff to complete the yearly audit in a timely and efficient manner.
27. Upgrade, maintain and coordinate integration of multiple software programs necessary for administration of programs in conjunction with the FSCC I.T. department.
28. Work with staff on yearly update of Policy and Procedures Manual.
29. Assist in all other duties deemed necessary by the VP of Finance

Reviewed by Supervisor: \_\_\_\_\_  
 Signature

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 Date

All job descriptions are subject to revision based on changing needs of the college.