

Assistant Director of Financial Aid

Home Location: Morristown Campus

Reports to: Director of Financial Aid

Job Grade: 214

JOB PURPOSE

The purpose of the Assistant Director of Financial Aid is to help provide leadership in defining, implementing, and ensuring full compliance of financial aid policies and procedures with institutional, state, federal, and private agency regulations and guidelines. The position also assists in managerial functions that affect workflow and verification of student eligibility. In addition, the incumbent also provides the Information Educational Technology department with analytical and technical data to assist in the maintenance of the Banner system. Assist Director in supervision, managing, and training support staff and student workers and provide support to other personnel functions of the office.

ESSENTIAL JOB FUNCTIONS

Oversees awarding, disbursing and reconciliation of Federal Pell grant programs in compliance with federal deadlines. Monitors enrollment participation and satisfactory academic progress to ensure Title IV compliance.

Coordinate all Return to Title IV (RT24) calculations in conformance with federal guidelines.

Processes Pell Grant Progress Reports and transmits the information to the Department of Education in compliance with federal deadlines. Monitors Federal Pell grant reports for potential over awards and simultaneous Pell awards at other schools. Reconciles PELL awards with the Cashier's Office and Dept. of Education monthly and at the end of the fiscal and financial aid years.

Works with IET staff to ensure the accuracy of the submission and retrieval in of the data input into the electronic data exchange system.

Maintains student award procedures. Processes financial aid checks for refunds and payments.

Works with Functional Support Specialist to assist in monitoring of scanning system and Dynamic Forms environments within Banner. Deleting and moving files in Banner Data Monitoring System, finding student information in the Dynamic Forms Environment, and assisting with creating Dynamic Forms.

In conjunction with the director, reviews and implements changes in institutional policies as required by federal policy to remain in compliance. Attends professional development conferences to stay current on changes in federal and state legislation and regulation.

In collaboration with the Director of Financial Aid, develop systems, policies, and processes to effectively implement new aid programs. Cross train with Director to become familiar with federal and state requirements. Participate in college outreach for FAFSA as needed.

May perform other duties as assigned.

LEADERSHIP AND SUPERVISORY

The Assistant Director of Financial Aid manages employees, including recruiting, hiring, training, managing performance, and making final recommendations regarding terminations. This position has multiple direct reports.

The incumbent reports to the Director of Financial Aid, working independently with little supervision, primarily under policy direction only.

QUALIFYING JOB STANDARDS

Required

- Bachelor's degree; prefer business or related field.
- Three or more years of experience in a related position.
- Experience in computer operations, clerical duties, and general office procedures.
- Proficiency in Microsoft Office and web applications such as Banner.
- Ability to work under pressure and handle stressful situations.
- Ability to manager confidential and sensitive information in a responsible manner.
- Keyboarding skills for using computer and a 10-key adding machine.
- Basic math skills required for reconciling accounts and calculating awards.

Preferred

- Career experience in one or more other financial aid positions.
- Supervision or managerial experience in a related career.

BEHAVIORAL CORE COMPETENCIES - MANAGER

- Empowers and motivates team to maximize effectiveness.
- Listens effectively, encourages and is receptive to new ideas; invites response/dissent; verifies he/she has a clear understanding of what others are saying.
- Breaks down barriers and develops influential relationships across teams/functions/layers; challenges others to identify new ways to view existing situations.
- Empowers employees to adjust procedures to improve service quality and find creative solutions to problems. Recognizes and rewards achievement.
- Spends time with employees to learn about their capabilities, needs, and priorities. Manages team conflict appropriately, providing feedback and coaching to develop team members.
- Inspires improvement to advance the College's mission while preserving institutional principles and character; recognizes and rewards people whose actions support organizational change efforts.
- Considers the impact and efficiency of decisions prior to deciding on a specific course of action in deference to WSCC's benefactors and supporters.
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ENVIRONMENT AND WORKING CONDITIONS

Working conditions in the office are clean, well-lit, and free from extremes of temperature and humidity, with limited interruptions and moderate noise level.

PHYSICAL DEMANDS (including requirements for travel or working nights/weekends/holidays)

- Uses computer, keyboard, and mouse constantly.
- Communicates with internal and external contacts by telephone and email intermittently throughout the workday and in person.
- Moves about the office to scan documents and retrieve documents from printer.
- Occasional travel to attend off-site seminars and conferences.
- Occasional evening and weekend work hours will be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

POSITION CLOSES: 07/20/2019

Req:2876