Job Title: Financial Aid Director

Job Code: 10515

**JOB SUMMARY**

The Financial Aid Director is responsible for assisting in directing the student financial services of the college.

**MAJOR DUTIES**

Administers and supervises the implementation of all financial aid policies, office procedures and funding programs;
Plans, organizes and supervises the operational functions of the Financial Aid Office;
Counsels students and parents regarding financial aid programs;
Oversees the accountability for all financial aid rewards;
Prepares and manages student cost-of-attendance budgets;
Coordinates and maintains financial aid records;
Participates in college committees as assigned;
Prepares and analyzes operational reports and other data;
Disseminates financial aid information to staff, students, and community organizations;
Participates in state and federal program reviews and audits;
Serves as a Veterans Affairs Certifying Official;
Manages and oversees financial/budget operation of the department;
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
Evaluates employees at scheduled intervals upon reviewing of all relevant information
Conducts regular evaluation of services provided and make adjustments as needed;
Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

**COMPETENCIES**

Knowledge of federal, state and institutional sources of financial aid
Knowledge of finance, accounting and management policies and procedures
Knowledge of institutional organization, policies, procedures, and administrative practices
Knowledge of relevant federal and state regulations
Skill in the delegation of responsibility and authority
Skill in the operation of computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills
MINIMUM QUALIFICATIONS

Bachelor’s degree required in a course of study related to the occupational field *and* Three (3) years of experience in a financial aid system

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.