

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR - FINANCIAL AID

PAY GRADE: A-16

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

The Director of Financial Aid is responsible for the administration of all financial aid operations and scholarship programs.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree is required, in an area related to higher education administration, student personnel services, or financial aid, supplemented by training and course work in business administration.
2. Years of experience in field: Three (3) years of experience working in a college or university financial aid office is required; management experience in financial aid is desirable. Community college experience preferred.
3. Special skills or abilities related to position: Knowledge of pertinent state, federal, and institutional regulations, policies and procedures relating to Financial Aid. Ability to direct complex programs, manage data and systems, and prepare detailed reports in a technologically oriented student information system. Ability to evaluate the effectiveness of policies, procedures, processes and personnel. Good presentation skills. Ability to maintain an office environment that promotes student learning and development and fosters customer service.

### ESSENTIAL JOB FUNCTIONS:

1. Plan, supervise and evaluate the financial aid operations of the College.
2. Maintain the integrity of the financial aid record keeping process.
3. Perform fiduciary function as it relates to job responsibilities.

Revised 06-25-14

Revised 12-04-13

Revised 9-29-10

04-12-2010

5-26-05

Revised 6-9-05

ESSENTIAL JOB FUNCTIONS (Continued):

4. Supervise the preparation and submission of institutional, state, and federal reports.
5. Develop and implement policies and procedures designed to maximize electronic processing of financial aid.
6. Provide strong, hands-on leadership in departmental organization, management, processing, technology, and customer service.
7. Oversee departmental budget planning and administration.
8. Assume responsibility for all internal and external audits.
9. Develop and maintain collaborative relationships with appropriate college departments.
10. Perform Professional judgment in the review of all appeals.
11. Serve on college committees/councils as appointed by the President.
12. Support the enrollment management efforts of the college.
13. Responsible for the disbursement of all federal and state aid as well as scholarships/grants in accordance with federal state and local laws and policies.
14. Work collaboratively with IT staff to make annual programming changes to meet regulatory requirements and to provide constant improvements to decrease manually processing and reduce processing time.
15. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

Revised 06-25-14

Revised 12-04-13

Revised 9-29-10

04-12-2010

5-26-05

Revised 6-9-05

ENVIRONMENTAL CONDITIONS

- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: CF Ocala Campus, Bryant Union

SUPERVISOR OF POSITION: Dean, Enrollment Management

Revised 06-25-14  
Revised 12-04-13  
Revised 9-29-10  
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