

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR OF FINANCIAL AID AND VETERANS' AFFAIRS

PAY GRADE: A-2

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

The Director of Financial Aid and Veterans' Affairs is responsible for the administration of all financial aid operations and scholarship programs and the administration of veterans' educational benefits.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." 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 the field: Three years' 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 the 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.
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.

ESSENTIAL JOB FUNCTIONS (Continued):

6. Provide strong, hands-on leadership in the 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 following 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 manual 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 a hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods
- 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.

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: Vice President of Enrollment Management and Student Affairs