

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR, FINANCIAL AID**

#### **BASIC FUNCTION**

Under the direction of the Dean, Enrollment Services, manage the day-to-day functions of the Financial Aid office; assure compliance with State, federal and College policies, guidelines and laws; assist students in the financial aid process; train, supervise and evaluate the performance of assigned staff.

#### **REPRESENTATIVE DUTIES**

1. Administer various financial aid programs such as Pell Grant, scholarship program, campus-based programs and other grant programs; assure compliance with State, federal and College policies, guidelines and laws. *E*
2. Manage the day-to-day operation of the Financial Aid office; assure that timelines are met and necessary processes are completed. *E*
3. Assist students in the financial aid process; provide information regarding student loan programs and related application forms. *E*
4. Serve as the designated district Financial Aid Officer. *E*
5. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, terminations and disciplinary actions. *E*
6. Receive and process requests for financial aid in accordance with established State, federal and College policies, guidelines, laws and regulations; review satisfactory academic progress requirements and determine eligibility of students according to established guidelines. *E*
7. Resolve difficult or complex issues relating to financial aid applications and disbursement. *E*
8. Prepare reports as required for receipt and maintenance of financial aid programs; prepare reports as required related to financial aid activities; compile and review data for annual funding application, grant reports and other year-end reports. *E*
9. Prepare and monitor the Financial Aid office budget. *E*
10. Meet with other College personnel to coordinate activities of the Financial Aid office. *E*
11. Meet with students to explain financial aid programs and to answer questions and resolve problems related to financial aid. *E*
12. Attend and conduct a variety of meetings as assigned; attend conferences and workshops to maintain current knowledge of Financial Aid programs, laws, regulations and guidelines; participate on assigned committees. *E*
13. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
14. Seek and participate in professional development activities. *E*
15. *Prepare presentations to a variety of college audiences.*
16. Other duties and responsibilities as assigned.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Current federal, State, County and institutional laws, regulations, ordinances and policies concerning financial aid programs and office operations; Financial Aid programs and processes; principles and practices of supervision and training; modern office practices, procedures and equipment; record-keeping techniques; operation of a computer and appropriate software; oral and written communication skills; interpersonal skills using tact, patience and courtesy; budget preparation and control.

**Ability to:** Manage the day-to-day operations of the Financial Aid office; assure accuracy and timeliness of the Financial Aid office operations; review financial aid applications and forms; assist students in the financial aid process; train, supervise and evaluate the performance of assigned personnel; prepare and monitor an assigned budget; operate a computer and applicable software including scheduling, email, database management, word processing, spreadsheets, and presentations; communicate

effectively both orally and in writing; prepare and maintain comprehensive narrative and statistical reports; interpret and explain policies, guidelines, regulations and laws to staff, students and the public; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; plan and organize work; meet schedules and time lines; establish and maintain cooperative and effective working relationships with others; maintain confidentially of student financial records.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: Bachelor's degree in business administration, public administration or related field and five (5) years of experience in a financial aid program including at least three (3) years supervisory experience.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

**WORKING CONDITIONS**

**Environment:** Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

**EMPLOYMENT STATUS**

Classified Supervisor

*E:* Essential functions of the job.

Revised effective 6/2010

Leadership IX