

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

DIRECTOR, FINANCIAL AID

CMS Salary Range 35

BASIC FUNCTION: Under the direction of the Dean of Student Life performs duties and responsibilities related to administering, managing, supervising, leading, and directing Antelope Valley College's financial aid staff and services in compliance with Federal, State, and local statutes and regulations. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Organizes and directs the activities of the financial aid department; conducts program reviews and audits. (E)
- Supervises, evaluates, and provides leadership and technical direction to Financial Aid staff. (E)
- Directs staff meetings; ensures work is completed in a timely fashion; and provides training for Financial Aid staff by providing opportunities to attend various workshops and conferences. (E)
- Remains current with new innovations in financial aid at higher education by regular attendance at training meetings, workshops, conferences and financial aid professional organization meetings. (E)
- Represents the Financial Aid department and its needs and requirements on and off campus, provides inputs at meetings, and on committees. (E)
- Develops and provides strategic planning for Financial Aid programs and services. (E)
- Reads, comprehends, interprets, implements, and ensures compliance with Federal and State regulations and statutes governing Financial Aid programs and services including The Federal Pell Grant, Federal SEOG, Federal Work Study, Federal Direct Loan Programs, Cal Grants, Board of Governor's Fee Waivers, and scholarships. (E)
- Determines financial requirements of the department; prepares and monitors Financial Aid budget; monitors and accounts for the expenditure of Financial Aid funds; coordinates and approves the disbursement of other District aid programs and funds including SSSG, EOPS, and CARE; prepares and verifies expenditure reports required by State and Federal agencies. (E)
- Establishes policies and procedures for the department including packaging student's aid. (E)
- Provides Financial Aid and services to students and the community through staff, developing, coordinating and conducting outreach activities. (E)
- Acts as the departmental point person for the department; coordinates with a variety of other departments to assure timely and accurate processing of financial aid; provides professional judgment by approving or denying student appeals regarding additional funding, academic progress, and special circumstances. (E)
- Oversees and maintains working knowledge of computer systems and software related to Financial Aid; evaluates, assesses, and implements new and/or revised technology to address changing needs and requirements; troubleshoots student management computer system, Financial Aid Web, and other Financial Aid software issues. (E)
- Meets with students and resolves problems, conflicts, and complaints. (E)
- Participates in professional organizations such as CCCSFAAA, CASFAA, WASFAA, and NASFAA.
- Serves as a member of the campus leadership team and performs duties associated with these assignments.
- Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: bachelor's degree in business administration, public administration or related field and three years of increasingly responsible professional experience in administration of financial aid.

KNOWLEDGE OF:

- Management of the District's financial aid programs.
- State and federal regulations, laws and reporting requirements related to assigned financial aid programs.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Computer systems and software related to financial aid.
- Technical aspects of field of specialty.

ABILITY TO:

- Plan, organize, and manage the financial aid programs for the District.
- Assure compliance with a variety of State and federal guidelines and regulations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned personnel.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Directs and supervises financial aid staff including Technical Analyst, Financial Aid Specialist, Financial Aid Technician II, Financial Aid Technician I, Financial Aid Secretary, Clerical Assistants, and Student Assistants.

CONTACTS: Co-workers, lenders, Government Agencies, other departmental personnel, other campus's, external contractors, vendors, and computer software representatives.

PHYSICAL EFFORT:

- Requires the ability to exert some physical effort, such as walking, standing and light lifting
- Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.

WORKING CONDITIONS:

- Normal office environment with numerous interruptions.