



Regional Director of Financial Aid

FA/1

Financial Aid

JOB SUMMARY

This position directs the financial aid operations and ensures compliance with all related state and federal regulations for Dartton State College and Bainbridge State College. While the position will be based in Albany, Georgia, this will be a regional director position with travel of one or more days each week to the Bainbridge, Georgia site.

MAJOR DUTIES

- Oversees the administration of institutional, federal and state financial assistance at multiple campuses.
- Ensures compliance with financial aid related federal, state, University System of Georgia and institutional policies and regulations.
- Works with internal and external auditors to ensure compliance with all state and federal regulations.
- Ensure that the Department maintains compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and federal requirements and standards.
- Develops and implements a plan for awarding and distributing funds to eligible students in a timely, accurate and equitable manner.
- Maintains and seeks new uses of technology to enhance programs and services.
- Prepares and administers all financial aid student budgets and office administrative budgets.
- Supervises financial aid staff and the daily operations of the Financial Aid Office.
- Provides guidance in the areas of counseling, verification, awarding procedures and program administration.
- Prepares reports, annual audits and program reviews required by Dartton State College and federal and state agencies.
- Develops and executes a comprehensive outreach program to communicate financial aid information to current and potential students and parents.
- Participates in professional organizations and advisory committees and represents Dartton State College in these organizations.
- Coordinates communication efforts to ensure prompt response to inquiries.
- Reviews financial aid forms and oversees the creation and revision of these forms.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal, state and institutional financial aid programs, policies and procedures.
- Knowledge of college enrollment management policies and procedures.
- Knowledge of the Banner financial aid module.
- Knowledge of federal and state student aid online reporting systems.
- Knowledge of need analysis principles.
- Knowledge of budget development and management principles.
- Knowledge of supervisory principles and practices.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision-making and problem solving.
- Skill in interpersonal relations and in dealing with the public.

- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Vice President - Enrollment Management assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities. This position will also have a reporting relationship to the Vice President of Student Affairs at Bainbridge State College.

GUIDELINES

Guidelines include federal and state rules and regulations that pertain to the awarding and disbursing of federal and state aid. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the college's financial aid operations at Darton State College and Bainbridge State College. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, parents, representative of student loan companies, representatives of federal agents, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over financial aid staff at Darton State College and Bainbridge State College.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.