Director, Financial Aid and Scholarships

Job Code 00001023

General Description
Responsible for all aspects pertaining to student financial aid operations and services.

Examples of Duties
Direct the office in the appropriate course of action via short and long-term planning.
Develop and provide general oversight of departmental administrative budget.
Respond to political and general public inquiries.
Develop policies and coordinate procedures to ensure compliance with applicable regulations.
Assess new rules for impact on current rules and regulations.
Manage and evaluate staff.
Develop financial aid philosophy and procedures.
Make presentations to a variety of constituencies.
Prepare reports and data.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: Federal rules and regulations pertaining to financial aid; the history of financial aid; the state and federal budgeting process; national issues regarding financial aid; the department of education; computer hardware and software; the university’s policies, procedures, and mission.

Skill in: Preparing reports; evaluations and plans; interacting with others; supervising staff.

Ability to: Interpret complex rules and regulations; understand policies and procedures; perform intermediate math; give formal and informal presentations; work under pressure.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements