Assistant Director, Financial Aid and Scholarships

Job Code 00001576

General Description
Responsible for supervising assigned departments and assist in the overall operations of the Office of Financial Aid and Scholarships.

Examples of Duties
Function as Director or Associate Director during absences.
Train, evaluate, discipline and supervise staff.
Manage and oversee the activities of assigned departments.
Review and assess regulatory changes and update policies and procedures.
Assess institutional awarding guidelines and cost of attendance to award financial assistance.
Manage academic progress reviews.
Collect data, test, and update automated systems.
Assess, develop, and implement strategic plan.
Evaluate and approve special request for short term and emergency loans.
Develop proposals to purchase capital equipment.
Create, review and redesign forms.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Business administration and higher education; federal, state, and university laws and policies; outside departments and agencies’ functions and processes.

Skill in: Preparing reports, proposals, and policies; communicating effectively; computer usage; supervising staff; interpreting regulations.

Ability to: Read and understand regulations, policies and procedures; perform basic math; conduct formalized training; handle high volume workload and deadlines; authorize appropriate exceptions to policy; recognize trends using statistics.

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