Position Title: **ASSISTANT DIRECTOR OF FINANCIAL AID**

Department: Financial Aid

Reports To: Director of Financial Aid

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The assistant director of financial aid provides administrative support to the director of financial aid, relieves the director of financial aid of routine administrative and managing duties, and performs duties governed generally by broad instructions, objectives and policies involving frequently changing conditions and problems.

Key Responsibilities:

1. Work with the director of financial aid regarding the daily operations of the office

2. Provide excellent customer service to current, former and prospective students

3. Assist the director of financial aid in preparing and disseminating accurate information to all current and prospective students relative to types of financial aid available, direct and indirect educational costs and financial aid application procedures.

4. Assist director of financial aid to ensure students complete all required counseling (entrance, exit) as mandated by the Dept. of Education.

5. Provide accurate and timely information (deadlines, scholarship offerings, work study opportunities, etc.) and assistance to students, faculty, and various departments within the college

6. Create and maintain a financial aid status file for each incoming class

7. To be aware of, and assure compliance with all current regulations and changes to all Title IV programs

8. Be proactive in assisting prospective students complete their financial aid files

9. Work closely with the Admissions, Registrar's and Business and Finance offices to ensure accurate, timely reporting and sharing of information

10. Oversee and conduct primarily duties for the Federal Work Study Program (hiring, firing, payroll process within Paycom including calculating and issuing reports for the program.

10. Receive incoming calls for the financial aid office

11. Update financial holds

11. Provide administrative support (filing, copying, etc.) to Director of Financial Aid

12. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel

13. Participate in the annual Lyceum program

14. Perform other related duties as may be assigned by the director of financial aid and/or the vice president for business and finance

15. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position.

Basic Knowledge and Skills:

1. Associates degree in Business or Accounting

2. Populi experience preferred

3. Excel, data entry and word processing skills

4. Ability to manage confidential materials in an appropriate manner

5. Ability to work well with students, faculty and staff

6. Excellent interpersonal and communication skills

7. The ability to organize and manage multiple priorities

8. General office equipment

9. Computer skills

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Mental Stresses: Multi-task demands. Difficult people/student demands.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____