Position Title: **DIRECTOR OF FINANCIAL AID**

Department: Financial Aid

Reports To: Vice President for Enrollment and Student Success

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The director of financial aid designs, implements and manages the financial aid program to ensure that eligible students receive financial aid in accordance with the provisions of the law and the agreement signed by the president of the college and the U.S. Department of Education.

Key Responsibilities:

1. To work with the Vice President for Enrollment and Student Success to plan, organize and implement the total financial aid program for students enrolled at the college

2. To prepare and disseminate 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

3. To prepare and submit the annual budget for the Financial Aid Office

4. To serve on the Financial Aid and Scholarship Committees; including Chair of both Committees

5. To supervise the storage and maintenance of all financial aid records

6. To provide confidential counseling to students regarding financial planning and responsibilities

7. Act as the primary school certifying official (SCO) for eligible students applying for and receiving U.S. Department of Veterans Affairs (VA) education benefits

8. To utilize a recognized standard need analysis system to determine the ability of students and their families to pay for educational costs, considering all forms of aid, including grants, loans, employment and other resources available to the student

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

10. To administer the federal direct loan programs, the federal work-study program and the college scholarship program in a fair and equitable manner

11. To develop and maintain content for the college's financial literacy program; seeking to educate students about responsible borrowing and repayment at various touch points of students' enrollment cycles

12. To ensure that all loan agreements/Master Promissory Notes (MPNs) are signed at the beginning of each quarter as needed

13. To work closely with the Admissions, Registrar's and Business Offices to ensure accurate, timely reporting and sharing of information

14. To supervise and work closely with the assistant director of financial aid or financial aid staff to ensure the office runs efficiently and excellent customer service is provided

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

16. Participate in the annual Lyceum program

17. To assume such other duties as assigned by the VP for Enrollment and Student Success

18. 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. Bachelor's degree in related field

2. Ability to manage confidential materials in an appropriate manner

3. Ability to follow written and oral instructions

4. Excellent interpersonal and organizational skills

5. Previous financial aid experience

6. A clean criminal record and excellent work history

7. Leadership – a demonstrated ability to lead people and get results through others

8. Management – the ability to organize and manage multiple priorities.

9. General office equipment

10. 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: _____