

DIRECTOR OF STUDENT FINANCIAL SERVICES, COLUMBIA COLLEGE**DEFINITION**

Under general administrative direction, plans, organizes and manages the operations and activities of the federal, state, and locally funded financial aid, veterans affairs and scholarship programs at the Columbia College campus; prepares and monitors financial aid operational budgets and reviews and monitors the accounting of financial aid funds; supervises financial aid staff and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Columbia College Vice-President – Administrative Services.

Provides direct supervision to technical as well as other administrative support staff, as assigned.

EXAMPLES OF DUTIES

- Manage, supervise and coordinate the daily operations of the financial aid office
- Develop, recommend, implement, maintain, and distribute policy, procedures, standards, and guidelines for financial aid programs ensuring compliance with federal and state laws and local regulations.
- Participates in internal and external audits of financial aid programs and funds.
- Monitor funds and prepare and submit reports as required by the funding agency.
- Administer the Federal Pell Grant, Federal Work Study, Scholarship, Veterans, and Americorps programs.
- Supervise and participate in the performance evaluation of assigned personnel; interview and recommend selection of job applicants; schedule and assign work; document performance; recommend discipline and improvement plans; and assure compliance with District personnel policies and procedures.
- Participate in the short and long-term planning process for the financial aid unit; develop strategic planning goals and objectives.
- Prepare, submit, and monitor the annual operating budget for financial aid; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established District and college policy and procedure.
- Communicate with college and District administrators, data processing, fiscal services personnel and other personnel and outside agencies to coordinate activities and programs, resolve issues, and exchange information.
- Maintain current knowledge of new or changing financial aid related regulations; develop and modify procedures and standards accordingly. Incorporate creative guidelines and innovative trends into the financial aid, scholarship, veteran affairs, and federal work study programs.
- Analyze and forecast expenditures for federal, state, and institutional grant aid, loan, and work programs.
- Develop and maintain a system for the maintenance of confidential files, which include all documents required by financial aid funding entities.

- Perform other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Legal mandates, policies, regulations, and operational procedures pertaining to federal, state, and locally funded financial aid programs and projects;
- Financial record management methods, procedures, and techniques;
- Principles and methods of accounting, budget construction and expenditure control methods; audit processes;
- Letter and report writing; technical report preparation; and statistics and administrative analysis;
- Techniques of effective human resource management;
- Operation of computers; the most current financial aid software designed and mandated for the processing, maintaining, and transferring of data;
- Word processing and administrative software programs.

Ability to:

- Provide resource support and coordination of comprehensive financial aid programs and services; manage and supervise staff effectively;
- Coordinate and participate in the review and evaluation of financial aid and related programs and services;
- Perform complex and technical financial record keeping functions;
- Communicate effectively in oral and written form; understand and carry out oral and written directions with minimal supervisory controls.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Driver's License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.

- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Bachelor's degree in business or public administration, finance, or a related field.
- Experience: Four years of successful financial aid experience. Two years supervisory experience in an educational or other governmental funded agency helpful.

Class Adopted: 3/1/09

Class Amended: XX-XX-XX