



DIRECTOR, FINANCIAL AID

DEPARTMENT: Student Support Programs and Services

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - H](#)

POSITION PURPOSE:

Reporting to the Dean of Student Support Programs and Services, organizes, administers, manages, and evaluates a comprehensive financial aid office and delivery system for students and designated student outreach programs for the District; ensures that the college's policies are in agreement with federal and state regulations; maintains a high level of quality and integrity so as not to create institutional liability; and supervises staff.

NATURE and SCOPE:

This position is responsible for evaluating financial aid eligibility; awarding disbursements; defining and articulating program goals, philosophies, and standards; acquiring approvals for federal and state funds; and making office budgeting decisions to maintain office equipment, supplies, and technical support.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Plans, develops, organizes and directs assigned programs in accordance with state and federal regulations to ensure that eligible students receive needed financial and educational assistance.
2. Develops and implements annual funding proposals, program plans, budgets, and final reports for areas of responsibility; develops goals and objectives, staffing recommendations, and capital outlay needs; articulates plan to others to provide direction.
3. Supervises the financial aid computerized delivery systems; allocates student financial aid resources; authorizes disbursement of funds; develops and maintains consumer information requirements for federal financial aid; supervises awarding of financial aid including intake, analysis of student financial need, records maintenance for auditing, work study, and other related activities; prepares proposals and applications for federal financial aid/loan funds and required fiscal reports.
4. Reviews legislation, code, policies, and procedures related to areas of responsibility; appraises others of pending or needed changes to current practice; recommends the development of or revision to related policies and procedures; designs departmental forms for financial aid programs.
5. Supervises monitoring of academic progress for financial aid students; reviews and approves all student petitions to include professional judgment and need analysis.
6. Develops and directs the scholarship program, which includes interacting with current and prospective donors, receiving funds, advertising criteria, assisting students, selecting recipients, and notifying and disbursing funds.
7. Provides information and interpretation of regulations and guidelines to students, faculty, administration and the community relative to programs and services.
8. Develops, coordinates, and supervises recruitment programs for economically or educationally disadvantaged students, including outreach, retention, and follow-up efforts; plans, schedules, and presents informational workshops and presentations for local high schools; serves as liaison to targeted communities.

9. Hires, trains, supervises, and evaluates assigned staff.
10. Provides leadership and training for staff to ensure that staff remains aware of and familiar with policies and regulations governing assigned programs.
11. Researches, collects, assembles, analyzes, and maintains information/data; prepares or supervises the preparation of a variety of District, state, and federal reports; presents reports; works with college staff to develop informational materials for assigned programs such as brochures, newsletters, handbooks, etc.
12. Represents the District at assigned local, regional, and state meetings; serves on committees; performs other duties as assigned.
13. Supports, implements, and promotes compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
14. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. State and federal regulations and guidelines governing Financial Aid, including Title IV and Title V.
2. California Chancellor's Office program regulations.
3. District policies and procedures.
4. Principles and practices of higher education organization and structure.
5. General accounting procedures.
6. Business management, leadership, and supervision.
7. Institutional policies that govern admissions and registration.
8. Immigration and Naturalization Service categories of citizens, residents and visas.
9. College programs.
10. Data management computer software; EDE and related software preferred.
11. Local student cultures.
12. Tutorial services.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, develop, organize, and direct the Financial Aid Office and designated student outreach programs of the District.
3. Develop and manage budgets.
4. Make effective decisions and take independent action.
5. Analyze and evaluate data for specific use.
6. Interpret and apply rules, regulations, policies and procedures.
7. Prioritize workload and conflicting demands.
8. Effectively work in a demanding environment.
9. Effectively communicate orally and in writing, with a variety of student, staff and management groups; work cooperatively with others.
10. Analytical ability.
11. Organizational, time management, and problem solving skills.
12. Presentation skills.
13. Operate standard office machines including a microcomputer.

Education and Experience:

1. Bachelor's degree in related field.
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
3. Two years experience, or the equivalent, within the last four years, in the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with socio-economically disadvantaged groups; OR have comparable experience in working with disadvantaged clientele.

Preferred Qualifications:

1. Master's degree.
2. Community college experience.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: July 2004; Revised: January 26, 2007; March 22, 2007; February 2013

Ed Code: H-11

Creditable Service: PERS