



**Title:** Financial Aid Director

**Campus:** Uvalde

**Job ID:** 242549710101

**Closing Date:** Until Filled

**Job Summary:** The Director of Financial Aid works closely with students and their families in determining eligibility for financial aid to assist with their education expenses. Other duties include managing and overseeing the financial aid department. Interprets, updates and institutes financial aid policies and procedures to assure the department complies with federal, state, and college regulations. Collaborates with the business office, admissions and counselors to monitor student compliance and/or institutional reimbursement of aid under Title IV requirements. Supervises the loan, work-study and grant application process. Designs and operates financial aid outreach programs and presentations for current and prospective students and parents in the college's service area and/or venues. Create and foster an atmosphere of "student first" in regard to communicating with students/families about their financial aid and understanding the costs of education. In conjunction with the VP of Finance this person assists with the development of the plan for distribution of financial aid, management of financial aid policies and procedures, and gathering, maintaining and distributing essential financial aid data. Promotes and publicizes financial aid programs to current and prospective students. Serves as chairperson to the college Financial Aid Appeals Committee.

**Accountability:** Works under the direction of the Vice President of Student Services who reviews work for effectiveness and conformance with policy.

**Classification:** Full-time, Exempt

**Department:** Financial Aid

**Salary:** Professional Schedule, Step IV. Commensurate with education and experience; 12-month position.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

## **QUALIFICATIONS**

**Education:** Bachelor's degree (Master's degree preferred) or equivalent experience.

**Experience & Training:** At least five years of related experience in financial aid/enrollment and supervisory experience.

**Additional Qualification Requirements:** Must have strong supervisory and leadership skills. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Proficient with Microsoft Office and/or related software as needed to maintain reports, records and budgets. Must possess a strong sense of responsibility and initiative, and the ability to prioritize and organize tasks carefully and accurately. Candidate must be authorized to work in the U.S., provide verifiable credentials, and successfully complete the background and reference checks specified for the position. Must have a valid driver's license and be insurable through SWTX insurers. Travel is required to other locations served by the college.