PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: Director
DEPT: Student Financial Aid
CLASS: Administration

SALARY LEVEL: 
JOB CODE: Administration
FLSA STATUS: Exempt
RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Director of Financial Aid is responsible for the planning, organization, and administration of federal and state financial aid programs and veterans’ affairs programs.

REPORTS TO: Vice President of Student Services

SUPERVISES: Coordinator, Student Financial Aid
Veteran’s Specialist
Secretary B, Student Financial Aid

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities
2. Computer skills, both pc and mainframe integrated educational financial aid software.
3. Ability to work well with students, staff, and faculty.

Education, Experience, and Licensure
1. Master's degree in Business, Education or related field.
2. Minimum of three years experience in Financial Aid and interpretation of federal regulations required.
3. Administrative experience required.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions
1. Serves as the College's liaison with federal and state student aid agencies.
2. Ensures compliance with federal, state, and institutional regulations, policies, and guidelines.

3. Plans, directs, and implements a comprehensive financial aid delivery system comprised of federal and state loan, grant, and scholarship programs.

4. Develops institutional policies and procedures that adapt external programs to the unique needs of the College and its students.

5. Coordinates submission of the institution’s federal fiscal operations reports, application for funds and statistical reports that evaluate programs and account for the utilization of funds.

6. Establishes and implements internal policies and procedures for packaging and awarding funds within the general guidelines provided by the federal and state programs.

7. Develops program objectives and resolves program management problems.

8. Coordinates shared responsibilities with other areas.

9. Responsible for budget management.

10. Serves as liaison and certifying official to the U.S. Department of Veterans Affairs.

11. Ensures compliance with federal, state, and institutional regulations, policies, and guidelines.

12. Determines the eligibility of veterans, service persons, and other eligible persons and approves the payment of veterans' benefits.

13. Coordinates petitions for federal and state approval of programs and courses of study for veterans and other eligible persons.

14. Directs, evaluates, and implements institutional policies commensurate federal and state regulations for veterans’ educational assistance programs.

15. Coordinates federal and state compliance audits and reporting requirements.
16. Supervises and coordinates duties of area personnel.

17. Assists in the recruitment, employment, and orientation of staff.

18. Responsible for ensuring diversity efforts within area of supervision.

19. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.

20. Recommends disciplinary action of personnel.

21. Reports or approves absences of personnel.

22. Provides opportunities for staff development aimed at increasing professionalism.

23. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.

24. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.

25. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.

26. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.
Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

1. Computers, phones, and copiers.

ESSENTIAL PHYSICAL TASKS

1. Some physical pushing and/or pulling required - less than 50 lbs.
2. This position is security-sensitive.

ENVIRONMENTAL DEMANDS