

JOB DESCRIPTION
Student Success Center (SSC) Staff Position

FINANCIAL AID DIRECTOR

TITLE:	FINANCIAL AID DIRECTOR
DEPARTMENT	STUDENT SUCCESS CENTER
CLASSIFICATION	EXEMPT
REPORTS TO	CHIEF ENROLLMENT/RETENTION OFFICER
SUPERVISES	FINANCIAL AID/SCHOLARSHIP ADVISOR AND STUDENT ACCOUNTS COORDINATOR
LAST UPDATED:	MAY 2018

SUMMARY OF RESPONSIBILITIES

The Financial Aid Director is responsible and oversight for all functions of the Financial Aid Office and for Student Accounts and Collections. Incumbent will develop and manage a comprehensive program for financial aid including oversight of scholarship opportunities, the scholarship committee and scholarship related events. Incumbent is also responsible for IAIA's management and/or compliance of Title IV Federal Student Financial Aid programs such as the Pell Grant, American Indian College Fund, institutional scholarships, Work-Study, and other scholarships which may be available for IAIA participation, such State programs and institutional scholarship and loan programs. Additionally the Incumbent will provide supervise the Student Accounts and Collections Specialist Support the mission, vision and core values of IAIA and serve on IAIA Committees as needed.

ESSENTIAL POSITION FUNCTIONS

- Direct the management of the IAIA Financial Aid Office and supervise the programs and results of the Scholarship/Career Services Advisor.
- Direct the management and oversight of the Student Accounts and Collections function and staff.
- Create working relationships with all relevant Tribal or BIA officials in order to manage Tribal or BIA Higher Education Grants and scholarships, which may be awarded to IAIA students.
- Through use of Financial Aid analysis, the incumbent will create a financial aid award package and determine an applicant's unmet need and eligibility.
- Create all required reports and reconciliations in a timely manner, to a variety of agencies which oversee federal Title IV student financial aid and state student financial aid programs.
- Assess the Financial Aid Office functions, programs and results, on a regular basis through documented learning-outcomes and goals.
- Collaborate with the Finance office to reconcile budgets every month or as needed.
- Initiate request for an annual audit of the IAIA financial aid program.
- Maintain active membership in relevant professional organizations.
- Develop and implement an on-going professional educational program for students to maintain a current understanding of all financial aid policies and regulations.
- Update (Financial Aid) Policies and Procedures to comply with Federal and State Regulations regarding Title IV funding.
- Counsel students and parents effectively in regards to financial aid.
- Prepare statistical and narrative reports that explain financial aid programs to a variety of publics.
- Keep abreast of policies and regulations in the financial aid field to include federal, state and institutional programs.
- Prepare and submit annual reports to the American Indian College Fund.
- Assist the Institutional Advance Office with the dissemination of available donor scholarship information.
- Educate new and returning students on the financial aid process by setting up workshops each semester or as necessary.
- Contribute to meeting institutional goals and objectives by participating in committees, and is available for faculty and staff in matters concerning institutional preparedness.
- Other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE

Requires a Bachelor's degree in a related field plus five (5) years' experience working in a Financial Aid with a post-secondary institution. Must have professional experience with diverse populations.

PREFERRED EXPERIENCE AND EDUCATION

Master's degree or equivalent in Business, Higher Education, or a related field. Experience with overseeing a Scholarship/Career Service department in a post-secondary institution. Experience working with Native American students and communities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of various financial aid programs and guidelines, such as Title IV Federal Student Financial Aid, Pell Grant and Work Study guidelines.
- Knowledge of financial/general bookkeeping skills, in order to prepare and participate in financial audits of varying complexity.
- Demonstrated ability to effectively supervise and lead staff.
- Proficient knowledge of word processing, computer capabilities and general office procedures.
- Ability to interact effectively and positively with local, regional, national and tribal personnel, agencies and organizations.
- Ability to communicate clearly and effectively with all levels and with all people and groups.
- Ability to interact and work successfully with faculty, students, parents, alumni and staff as related to job responsibilities.
- Ability to resolve conflicts in a constructive manner.
- Adhere to appropriate standards of conduct and ethics, including:
 - confidentiality
 - integrity and honesty
 - follow directives
 - exhibit ability to adapt to changing work environment
 - cooperate and collaborate respectfully with others
 - participate in pro-active problem solving
 - attend to job duties,
 - and participate in meeting as required
- Demonstrated ability to demonstrate pleasant, courteous, and professional attitude and presence.
- Ability to work with minimal supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely basis.
- Understanding and sensitivity to American Indian cultures, preferred.
- Ability to complete assigned projects or other duties.

WORKING CONDITIONS

- Extensive interpersonal interactions with a wide range of individuals in a leadership and team organizing role.
- Communication functions include creating effective meeting agendas, meetings and documentation of Financial Aid/Scholarship & Career activities and services.
- May sit at a desk for extended periods of time
- Ability to reach for, grasp and extend hand or arm in any direction as part of completing essential clerical tasks.
- Ability to effectively utilize a keyboard/computer for extended periods of time.
- Communication skills using the spoken and written word at the collegiate level.
- See, view and/or review a wide range of information effectively/efficiently, related to academic/tutoring services.
- Ability to receive, interpret and respond to information communicated in various forms (verbal, written, etc.)
- This description is a general statement of required major duties and responsibilities performed on a regular or continuous basis.
- There may be other duties as assigned.
- Management has the authority to change/augment/revise the function and duties of this position, with or without notice.
- This job description does not constitute an employment agreement.