

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Financial Aid	Range: 20 (CL)	Management Schedule
Date Revised:	November 5, 2008	Date Approved:	September 1986
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of the Dean of Student Support Services, this position is responsible for performing a variety of administrative and supervisory duties related to the management of the daily operations of a college Financial Aid office and related programs, and assuring compliance with applicable laws and regulations.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provides leadership in the administration, organization and operation of college student financial aid programs; assures implementation and consistency of objectives, policies and procedures with those of the college and the District; assures compliance with federal and state laws and regulations determining eligibility for financial aid and disbursements to applicants.
2.	Develops and implements plans and policies to facilitate and improve Financial Aid programs and services and identify eligible students; provides information and counseling to students regarding financial aid assistance; assures timely dissemination of information concerning financial aid opportunities and procedural requirements.
3.	Explains and interprets policies and procedures relating to financial aid programs; maintains current knowledge of guidelines, regulations and legislation pertinent to student financial aid.
4.	Prepares and assures appropriate distribution of federal, state, local agency and District mandated reports, financial and regulatory updates, and allocation adjustments.
5.	Maintains communication with District and college staff and various agencies to coordinate program services, exchange information, and refer eligible students; maintains current knowledge of legislation and technology related to programs and services.
6.	Assists in the preparation of the annual Financial Aid Office budget; monitors expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
7.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
8.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
9.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

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11.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
12.	Performs related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Director, Financial Aid may be assigned administrative responsibility for the veterans affairs, job placement and other related programs and services.

**WORKING RELATIONSHIPS**

The Director, Financial Aid maintains frequent contact with students, various college and District personnel, and outside agencies.

**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Any combination equivalent to a bachelor's degree in business administration, public administration or related field and minimum of three years of supervisory experience in the area of student financial aid programs and services.

**Desirable Qualifications**

Possession of an advanced degree in business administration, public administration or related field from a regionally accredited institution.

Administrative or supervisory experience in a community college or other higher education environment.

Experience working with computer software and other technologies which are utilized in the provision of financial aid assistance to students.

Familiarity with the Banner finance system.

Experience working with students from diverse academic, socioeconomic, cultural and ethnic backgrounds.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of federal and state laws, guidelines and reporting standards applicable to financial aid programs

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

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Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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