

## NORTH CENTRAL MICHIGAN COLLEGE POSITION DESCRIPTION

POSITION TITLE: Director of Financial Aid	POSITION CODE:	HOURS:	ORIGINAL DATE:	GRADE:
ORGANIZATIONAL UNIT: Student Services	REPORTS TO: Vice President of Student Affairs		REV NO. & DATE: January, 2021	PAGE: 1 of 3

### **GENERAL DESCRIPTION:**

The Director of Financial Aid is responsible for the administration of an established financial aid program (federal, state and institutional funds) that adheres to regulations with integrity, along with upholding the mission and vision of North Central Michigan College. Monitors budgets, provides financial aid related advisement, and establishes procedures and policies in compliance with current federal, state and institutional guidelines. Director to be available during normal business hours and during peak operations, position may require working evenings, holiday breaks and/or week-ends.

### **DUTIES \***

1. Provide leadership in areas of Title IV Federal, State, Institutional & VA funding to ensure compliance with regulations.
2. Responsible for timely and accurate submission of Program Participation Agreement (PPA), FISAP, IPEDS, Gainful Employment (GE), State of Michigan and other required reports.
3. Oversee matters of policy and procedure related to financial aid compliance.
4. Evaluate and interpret Title IV regulations & provide clarification on Title IV regulations to internal and external customers.
5. Inform Vice President of Student Affairs of changes to regulations.
6. Oversee student cost of attendance budgets by evaluating local cost of living figures through outside agencies, such as U.S. Bureau of Labor Statistics.
7. Maintain consortium agreements contracts from other institutions. Facilitate paperwork needed to keep consortium agreements in compliance.
8. Maintain the federal campus work study program contracts.
9. Advises students, parents, staff, high school counselors, other college personnel and off-campus agencies on all aspects of student financial aid.

POSITION TITLE:	POSITION	HOURS:	ORIGINAL DATE:	GRADE:
-----------------	----------	--------	----------------	--------

Director of Financial Aid	CODE:		
ORGANIZATIONAL UNIT: Student Services	REPORTS TO: Vice President of Student Affairs	REV NO. & DATE: January, 2021	PAGE: 2 of 3

10. Maintain college webpages and catalog to ensure financial aid consumer disclosure compliance.
11. Evaluate and implement new technology and systems for the delivery and monitoring of financial aid. Work with IT Department staff to ensure computer development and maintenance issues for the Financial Aid Office.
12. Collaborate with Director of Business Services for audits, and disbursements.
13. Administer Financial Aid Office budget development and control.
14. Serve as college representative at professional conferences and other meetings related to financial aid.
15. Coordinate high school and area FAFSA (Free Application for Federal Student Aid) presentations as requested.
16. Maintain open communication and good working relationship with college faculty members, administrators, and staff to promote compliance with funded programs (on campus and off campus locations).
17. Process professional judgment requests in unique/uncommon situations to determine financial aid awards for special student populations.
18. Disburse all federal, state, and institutional aid through the PowerFAIDS/Jenzabar software interface.
19. Administers satisfactory academic appeal (SAP) evaluation and oversees appeal process for students seeing reinstatement of financial aid eligibility.
20. Facilitate processing of Return to Title IV (R2T4) refunds.
21. Annually update PowerFAIDS and Jenzabar software with new-year set-up. Program PowerFAIDS to correctly request student information, set up enrollment dates, and any new funds.
22. Oversees and ensures that the college's Veteran's Benefits certification process is efficient, timely and accurate.
23. Collaborates with the North Central Community foundation director to administer foundation scholarship funds.

POSITION TITLE: Director of Financial Aid	POSITION CODE:	HOURS:	ORIGINAL DATE:	GRADE:
ORGANIZATIONAL UNIT: Student Services	REPORTS TO: Vice President of Student Affairs	REV NO. & DATE: January. 2021	PAGE: 3 of 3	

24. Supervise, trains, and evaluates department staff; works with staff to assign responsibilities, determines department priorities and procedures, and ensures cross-training occurs.
25. Participates at all new Student Orientation sessions, representing financial aid with explanation of aid opportunities available.
26. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in appropriate field. Master's degree preferred.
2. Three (3) to five (5) years of directly applicable experience, customer-oriented office with extensive personal computer experience.
3. Knowledge of spreadsheet and word processing skills and web access software system (knowledge of PowerFAIDS/Jenzabar software helpful).
4. Preferred three or more years of work experience in providing supervision or leadership to a financial aid department or related department in a higher education setting.
5. Enjoy working with public; be able to relate well to college students, faculty and staff.
6. Ability to read and interpret government regulations.
7. Knowledge and understanding of community college philosophy and North Central Community College vision, mission, and values.

\*This job description is intended to describe the type and level of work being performed by a person in this position. It is not an exhaustive list of all duties and responsibilities required by a person so classified.