



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Assistant Director – Financial Aid (Private Loan Administration)
LOCATION: Office of Financial Aid & Student Employment
REPORTS TO: Director of Financial Aid
GRADE: CCRIPSA 12
SUPERVISES: May supervise clerical staff and/or student aides.

BASIC FUNCTION: Administer all aspects of the Private Loan Program. Serve as liaison between the Office of Financial Aid and the participating private lenders. Provide financial aid counseling to a diverse population of students and parents. Oversee Financial Aid activities at assigned campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage and process the private loan program for all students, including but not limited to determining eligibility, certification, disbursement, and reconciliation. Requires a thorough understanding of all participating vendors' individual loan requirements and online procedures for processing, as well as maintaining a good working relationship with each vendor. Serve as resources person and trainer to financial aid staff on matters relating to the private loan program. Keep current with changes to regulations and processes to ensure the college is in compliance.

Support the processing of government direct loans using the Department of Education's software. Serve as backup to Assistant Director of Financial Aid (Student Loan Administration) as it relates to the direct loan program, as that person serves as backup to the private loan program.

Coordinate consortium and inter-institutional agreements with participating colleges, ensuring compliance and appropriate payment with this program which impacts student status.

Certifies all HUD forms and quality control forms from other state agencies, including but not limited to the RI Department of Human Services.

Oversee all Financial Aid activities at assigned campus.

Review financial aid applications to determine the extent of financial need and make awards of financial support within the limits set by established policies, rules and regulations; audit and adjust awards on a continuous basis; revise estimates of need as student and/or parents report changes in their financial circumstances.

Calculate prorations for student financial aid refunds; notify the appropriate funding agency of refund and amount.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

Counsel students and parents about loan programs available; ensure students have maximized the use of subsidized or unsubsidized loans prior to accessing private loans.

Determine student eligibility for the Federal Direct Stafford Loan, Federal Direct Parent Plus Loan and Federal Direct Unsubsidized Stafford Loans; approve, process and sign bank loan applications.

Conduct in-person initial and exit loan counseling with each Federal Stafford Loan or Federal Unsubsidized Stafford Loan borrower regarding loan obligations, repayment plans and the possible consequences of loan default.

Determine and process scholarships and grants such as Federal Pell Grants, Federal Supplemental Educational Opportunity Grants and Rhode Island and Massachusetts State grants; validate student aid reports.

Monitor CCRI aid expenditures and aid recipients' reasonable Academic Progress according to Community College Academic Eligibility Policy and Federal Guidelines.

Coordinate and process awards and payroll for college work study programs such as RI Work Opportunity Program, State Targeted Employment Program, Federal College Work Study Program and Off Campus employment; prepare positions and budgets for department supervisors; prepare related payroll and accounting reports; notify department supervisors and students of eligibility/ineligibility; advise students of employment rights and obligations.

Allocate and monitor student employment budgets for each department within the Division of Student Affairs.

Write and design Student Financial Aid publications, manuals and forms.

Participate in the formulation of student aid policies, procedures and operations.

Attend off-campus workshops and department meetings scheduled on a rotating campus basis.

Serve as liaison with other College offices such as Enrollment Services, Bursar's Office, Controller's Office, and Access to Opportunity.

OTHER DUTIES AND RESPONSIBILITIES:

Perform outreach duties; conduct Financial Aid workshops at high schools and Community College events.

Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal and mainframe computer systems and related software.

There is considerable communications via the telephone and through public speaking engagements. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required, preferably with course work in counseling and business disciplines. At least 3 years of experience in financial aid required. Experience with on-line computer systems and personal computers required. Strong supervisory, organizational and interpersonal skills essential. Ability to understand and appreciate cultural diversity. Must be able to maintain the strictest confidentiality of information.

Must have access to and use of own transportation.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor