



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Associate Director of Financial Aid Operations
LOCATION:	Office of Enrollment Services Campus may vary based on the needs of the department
REPORTS TO:	Director of Financial Aid
GRADE:	CCRIPSA 13
WORK SCHEDULE:	35 hours per week
SUPERVISES:	Professional and support staff, student employees

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: Responsible for the administration of a complex financial aid program, with primary focus on the day-to-day oversight and management of the Banner financial aid module, funding application and accounting. To act as the Director of Financial Aid in his/her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Formulate, implement, review and evaluate policies, procedures and standards to ensure departmental compliance with Financial Aid guidelines and objectives.
- Interface with other appropriate institutional departments to coordinate programs, services and policies.
- Interview and counsel students and parents regarding financial aid programs. Make recommendations and referrals to other institutional personnel such as Counseling, Student Services, Admissions, etc.
- Interface with guidance counselors and community service organizations to provide timely and accurate flow of financial aid information to potential applicants.

Knight Campus

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

- Perform needs analyses on student applications and construct financial aid packages; authorize program disbursements.
- Administer and conduct ongoing statistical reviews and reconciliation of all financial aid programs including Student Employment, Federal Pell Grant, Federal SEOG, Institutional Scholarships, Federal Direct Loans and any other source of funds for student assistance.
- Forecast spending trends and make appropriate recommendations to modify spending rates according to budget allocations.
- Assist in preparation of department operating budgets, statistical reports and evaluations, and complex funding applications.
- Assist the Information Technology Department with the implementation, modification and/or refinement of a computerized data processing system.
- Maintain day-to-day responsibility for the Banner Financial Aid module, overseeing all systems processing. Write and update rules, population selections, and other functional/technical aspects of the system. Test new releases and train financial aid staff on updated functionality.
- Work with Information Technology Department to create, update and maintain Argos reports to provide timely data on financial aid and enrollment.
- Train Financial Aid and other related CCRI staff to understand and use the Banner system; prepare and process program requests for timely and accurate record keeping.
- Participate in program and statistical reviews/audits; provide for the implementation of resulting recommendations.
- Troubleshoot problems as they arise and recommend and carry out appropriate resolutions.
- Coordinate and participate in FAFSA filing workshops for prospective and current students.
- Participate in the ongoing development and maintenance of the departmental policy, procedure and processing manuals. Ensure that the department maintain compliance with all applicable federal, state and institutional rules and regulations.
- Maintain expertise in all areas of financial aid so that the department can plan and react positively to constantly changing Federal, State and institutional postures concerning student assistance.
- Select, supervise, train and evaluate department staff.
- Prepare informational materials for publication and maintain current information on the departmental website.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

- Working knowledge of computers and related software; use of other various office equipment which may include typewriters, telephones, copy machines, calculators, fax machines, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Master's degree in Educational Administration, Student Personnel or Business Administration preferred. Bachelor's degree required.
- Five years of administrative financial aid experience required.
- Proficient in the use of automated, financial aid systems with expertise in the Banner Financial Aid module as a "super-user" required.

- Experience with COD and NSLDS required.
- Expert knowledge of federal financial aid regulations required.
- Strong supervisory, organizational and interpersonal skills essential.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://www.ccri.edu/campuspolice/clery/report/>