



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**POSITION:** Assistant Director – Financial Aid (Student 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 the Direct Lending Loan process including management of the Common Origination and Distribution (COD) using EDconnect and functionality in the Banner financial aid system as well as DL Tools (a Department of Education software). Serve as liaison between the Office of Financial Aid and the U.S. Department of Education. Provide financial aid counseling to a diverse population of students and parents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage and process Direct Loans for all students using the Department of Education's software. Transmit all files to Common Origination and Disbursement (COD). Research and resolve all loan problems with master promissory notes, entrance counseling and loan originations.

Reconcile Banner and COD Statement of Account Summary each month. Work closely with the Controller to ensure loan disbursements are reconciled with the US Department of Education at the end of each year.

Serve as resources person and trainer to financial aid staff on matters relating to the Direct Lending. Keep current with changes to regulations and processed to ensure the college is in compliance. Assist students to ensure maximum funding available to them while attending school

Advise students on regulations and procedures for federal loan consolidation, view history and default information on NSLDS for students to assist with applying for deferment and forbearance. Counsel students on how to rehabilitate defaulted student loans.

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

Conduct personal interviews with students and their parents regarding financial aid.

Determine student eligibility for the Federal Direct Stafford Loan, Federal Direct Parent Plus Loan and Federal Direct Unsubsidized Stafford Loans; approve,

Counsel Federal Stafford Loan or Federal Unsubsidized Stafford Loan borrowers 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.

Serve as tax expert interpreting and assisting students and parents with IRS tax forms.

Certify all HUD forms and quality control forms for the State of Rhode Island Department of Human Services.

Coordinate funding for study abroad programs; determine budget and additional aid required. Coordinate consortium agreements with participating colleges. Ensures compliance with all such programs.

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

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. Represents the college at information sessions and recruitment functions.

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.

**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