



COMMUNITY COLLEGE
OF RHODE ISLAND
Office of Human Resources

POSITION DESCRIPTION

- POSITION:** Director of Financial Aid
- LOCATION:** Office of Enrollment Services
Campus may vary based on the needs of the department.
- REPORTS TO:** Dean of Enrollment Services (or designee)
- GRADE:** 16, Non-Union, Non-Classified
Salary commensurate with education and experience
- WORK SCHEDULE:** Non standard, 35 hours per week
- SUPERVISES:** Professional and support staff

BASIC FUNCTION:

The Director of Financial Aid is responsible for and administers a complex and multifaceted student financial aid program consisting of grants, loans, scholarships and student employment opportunities for students. The Director provides leadership in establishing and interpreting financial aid policies. Other duties include but are not limited to policy and program development and evaluation; planning and budgeting; staff recruiting, development, supervision and evaluation; and liaison with a variety of publics on and off campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer and oversee the operations of the Financial Aid Department to ensure conformity between campuses.
- Maintain a thorough and current knowledge of all federal, state, institutional and other regulations, policies, guidelines, and financial need analysis, and develop and maintain current policies and procedures manuals. Inform staff of changes, modifications and interpretations resulting from new or current legislation.
- Direct the development, review, evaluation, implementation and coordination of all policies related to student financial aid and student employment.
- Assist the Dean with the preparation and management of the operating budget for the Financial Aid Department.
- In consultation with the Dean prepare statistical reports and evaluate programs and services, prepare applications for and fiscal reports on federal, state, institutional and private and other student aid funds.
- Oversee the collection of data from students and parents to determine need and eligibility for various financial aid; processing of applications; allocating financial aid resources and authorizing the disbursement of funds; analyzing, monitoring, and reporting the distribution of financial aid funds.
- Provide leadership to the continued development of data processing systems to enhance efficient and effective delivery of services and management of programs.
- Recruit, train, coordinate, supervise, and evaluate personnel as assigned.

Knight Campus

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

- Advise students and families regarding eligibility, responsibility, requirements and alternative resources for financing of post-secondary education.
- Be active in relevant professional organizations.
- Participate in College committees as assigned.
- Other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Working knowledge of computers and related software; use of other office equipment.
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 and a minimum of 10 years of full-time experience in the administration of student financial aid services primarily at a community college or university level required.
- Financial Aid experience must be progressively more responsible in nature and include supervisory elements administering aid in a multi-campus environment.
- Expert knowledge of federal legislation and regulations governing student assistance and need analysis required; participation in on-site audits and program reviews, direct experience completing the FISAP and other federal/state reports; knowledge of Banner required.
- Full-time experience at or above the Associate Director level preferred.
- Demonstrated leadership in a collective bargaining environment required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Demonstrated ability to communicate effectively and diplomatically with others; demonstrated commitment to providing student-centered services in a college or university setting; effective problem solving ability; willingness to assume leadership in promoting good public relations in dealing with College faculty, staff, students and other agencies. Excellent customer service skills.
- Self-initiating individual possessing effective management, organizational, planning and interpersonal skills; knowledge of and experience with designing, implementing, and/or the refining of on-line student information systems for administering student financial aid programs.

CCRI is an Equal Opportunity / Diversity Employer.

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. 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.