



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Senior Financial Aid Officer
LOCATION:	Office of Financial Aid
REPORTS TO:	Director of Financial Aid
GRADE:	CCRI PSA 11
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	May supervise clerical staff and/or student aides

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: To assist with the administration of the financial aid and student employment functions at the Community College of Rhode Island to include the determination and award of aid, coordination and preparation of student employment program, and provision of financial aid advising.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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.

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

Determine student eligibility for the Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan, Federal Parent Plus Loan, and Alternative Loans.

Knight Campus

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

Counsel borrowers regarding loan obligations, repayment plans and the possible consequences of loan default.

Determine and process scholarships and grants, including but not limited to Federal Pell Grants, Federal Supplemental Educational Opportunity Grants and Rhode Island State grants.

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

Coordinate and process awards and payroll for college's student employment programs such as Federal College Work Study Program (both on and off campus) and Student Help; 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.

Oversee Financial Aid Ambassador Program to support FAFSA completion workshops. Facilitate and participate in FAFSA completion workshops on and off campus.

Allocate and monitor student employment budgets.

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

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

Certify forms from other state and federal agencies that require financial aid and enrollment data.

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.

Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.

OTHER DUTIES AND RESPONSIBILITIES:

Perform outreach duties; conduct Financial Aid workshops at high schools and Community College events. Occasional evening and weekend hours may be required to support enrollment events and peak processing.

Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal and mainframe computer systems and related software.
There is considerable communication 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 three years of experience working in a financial aid office 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 / 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/>