



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Dean of Student Financial Assistance & Scholarships
POSITION NO.	502427
LOCATION	Lincoln
REPORTS TO	Vice President of Student Affairs
GRADE	BOE 17
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION:	Professional and support staff
REVISION DATE	March 2019

JOB SUMMARY:

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.

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.
- 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.
- 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 related duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

- Working knowledge of computers and related software; use of other office equipment.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree and a minimum of seven 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 preferred.

PREFERRED QUALIFICATIONS:

- 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.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.