

PASSAIC COUNTY COMMUNITY

COLLEGE POSITION

DESCRIPTION

TITLE: Associate Director of Financial Aid

GENERAL DESCRIPTION: The Associate Director of Financial Aid reports to the Director of Financial Aid and is responsible for the day-to-day operations of the functional areas in the Financial Aid Office. The Associate Director represents the office in administrative and public venues and has a key role in decision-making and policy development. The Associate Director has extensive knowledge of the management and administration of all financial aid programs and is expected to assume a leadership role in the absence of the Director of Financial Aid.

SPECIFIC FUNCTIONS:

1. Provide leadership and direction for all operations of the Financial Aid Office
2. Supervise all front-line support staff and temporary employees
3. Manage and reconcile the Direct Loan Program
4. Manage and reconcile the Pell Grant Program
5. Oversee the return and reporting of federal (Title IV) and state refunds related to R2T4 processing
6. Assist in the completion of all federal, state, and institutional reports (FISAP, PPA, IPEDS, etc.)
7. Perform need analysis and assist with the awarding and authorization of awards
8. Maintain comprehensive knowledge of all federal and state regulations
9. Serve as the Secondary Destination Point Administrator for the Student Aid Information Gateway, and Department of Education Common and Origination Disbursement (COD) system
10. Performs other duties as assigned

REQUIRED SKILLS, EXPERIENCE, AND BACKGROUND

1. A Bachelor's degree, with Master's degree preferred
2. Five years of progressive experience in student aid operations
3. Demonstrated knowledge of student financial aid regulations and experience in the administration of financial aid programs
4. Familiarity with Direct Loan processing
5. Excellent analytical skills
6. Strong organizational, public speaking, interpersonal, including verbal and written communication skills
7. Ability to work effectively with both internal and external groups with a diverse background and strong commitment to world-class customer service
8. Must be able to multi-task and work independently on time-sensitive functions in a fast-paced team-oriented environment
9. Ability to work nights, weekends (Saturdays, Sundays, and holidays) based on the needs of the college