

CABARRUS COLLEGE OF HEALTH SCIENCES JOB DESCRIPTION

Department: Student Affairs

Title: Associate Director of Financial Aid

Job Code:

Effective Date: 2024

Job Summary

The Associate Director of Financial Aid serves as a customer service-oriented professional who is responsible for assisting in the administration of institutional, state, and federal grant and student loan programs in accordance with fund guidelines and regulations. This position also oversees the daily operations of the Office of Financial Aid in the absence of the Director of Financial Aid.

Essential Functions

- Oversees the daily operations of the Office of Financial Aid in the absence of the director of financial aid.
- Advise prospective and enrolled students, parents, and community members on all aspects of federal, state, institutional, and private financial aid.
- Determine eligibility and award financial aid to students in accordance with federal, state, institutional, and private guidelines. Revise financial aid packages as needed.
- Oversee selection and Processing of Endowed Scholarships.
- Counsel students and families and participate in presentation activities both on and off campus.
- Completion of Federal, State and Institutional Withdrawal Calculations due to student withdrawals and follow up and coordination with the business office.
- Review of files selected for the verification process and special/unusual circumstances.
- Assist the Director with reports (i.e., annual federal FISAP report, annual state reports, and the Pell Grant and Direct Loan end of year report) by collecting and compiling data for the Director of Financial aid.
- Participate in Financial Aid office audits (i.e., Federal A133, North Carolina State agency and Veterans) by preparing files and corresponding with audit reviewer to provide all needed documentation.
- VA certifying agent responsibilities including submission of program approval documentation, certification of enrollments to VA and additional task as required.
- Assist with the development of long-range and short-range goals required to achieve strategic outcomes.
- Responsible for keeping abreast of new federal and state initiatives and making recommendations regarding implementation; maintain auditable records of aid awards, aid adjustments, appeals requests, and documentation, in accordance with state and federal regulations.
- Other duties as assigned.

MARGINAL FUNCTIONS

- Collaborates actively and productively with members of the Student Affairs department staff, College personnel, and Atrium Health employees to achieve established goals.
- Assumes accountability at required meetings as evidenced by attendance and participation.
- Maintain membership in professional organizations as appropriate.
- Serves as a committee member on assigned college committees.
- Assists in the development and implementation of departmental and College policies and procedures.

PHYSICAL REQUIREMENTS

- Work normally performed in a typical interior office environment with occasional off-site responsibilities.
- Visual and auditory acuity within normal lines or corrected.
- Occasional driving to other locations
- Occasional moderate lifting, pushing, pulling and carrying.

EDUCATION, TRAINING AND EXPERIENCE

- A bachelor's degree is required from an accredited college or University.
- A minimum of 2 years previous work experience in a higher education financial aid office.
- Familiarity with PowerFacts is highly desirable.
- Experience working with COD, and NSLDS preferred.
- Excellent written and oral communication skills
- Positive attitude with strong willingness to learn new things.
- Must be detail orientated with excellent follow up, follow through skills.