Job Description

Title of Position: Director of Financial Aid
Department: Student Services
Classification: Professional/Managerial Staff
Employment Status: Regular, Full-time, 12 months

Function
The position is a working supervisor who provides direct student support and oversees and manages all aspects of Financial Aid.

Organizational Relationships
Reports to the VP of Student Services, who reports to the President.

Qualifications for the Position
Required
1. Bachelor’s degree.
2. Three years work experience in financial aid, which included leadership and supervisory experience.
3. Strong knowledge of State and Federal regulations and guidelines governing financial aid
4. Demonstrated understanding of and commitment to the community college mission and philosophy
5. Commitment to teamwork and consensus decision making
6. Excellent oral and written communication skills
7. Demonstrated proficiency in organizing and planning
8. Excellent leadership and managerial skills
9. Strong Technology Skills

Preferred
- Master’s degree
- Community College experience.

Essential Functions
- Oversee and coordinate all aspects of Financial Aid, including Veterans programs, student work program, and other State and Federal Financial aid programs.
- Ensure compliance with all local, State, and Federal laws and guidelines governing financial aid.
- Oversee and coordinate planning and budget for Financial Aid office
- Provide direct student service functions and ensure quality in all services that are provided.
- Develop and implement processes and policies, to provide efficient and effective student services.
• Work with other departments in providing excellent processes and customer service for students.
• Coordinate financial aid workshops as needed by the community
• Work with secondary schools and other educational entities to ensure smooth transition and excellent service for KC students.
• Prepare and submit an annual report summarizing the extent of accomplishment of the goals for the area.
• Responsible for assisting/coordinating/directing College fund raising initiatives and projects and to support the work of the KC Foundation as assigned. Participation and supporting fund raising activities is an expectation of this position.
• 16. Participation at college events and activities throughout the year is an expectation of this position. Further, College personnel are encouraged, as a member of the KC family, to support the many organizations within the institution serving our students and the district.

Other Functions:
1. Assist the appropriate College staff in the dissemination of information dealing with Kaskaskia’s programs and activities for students and the community.

2. Other duties as assigned.

Supervisory Responsibility
This position supervises all professional and support staff in the Financial Aid area.

Supervisory Controls:
Required to work independently with a minimum amount of supervision. Consultation with VP is available as needed.

Guidelines:
Position is expected to follow all College policies and procedures as well as all local, state, and federal laws. Position is also expected to adhere to and foster development of Kaskaskia College core values of compassion, honesty, respect, responsibility and fairness.

Personal Relationships:
Position will have daily contact with students and other College employees and will have frequent contact with community and external agencies.

Physical Demands and Work Environment:
Travel within the College district, as well as occasional overnight travel is required as necessary for professional development and in carrying out the responsibilities of this position. Position is subject to frequent distractions and interruptions, as well as many deadlines.

Signatures:

By my signature below, I am acknowledging that I have read this job description and understand the requirements of this position.
Employee

VP of Student Services

President

7/07