

## Assistant/Associate Director of Financial Aid

**Unit & Classification:** UMPSA Represented salaried position; *job family 9, points 1510, wage band 06*

**Reports To:** Vice President for Administration

**Supervises:** Financial Aid Staff - Currently includes one hourly administrative assistant and multiple student workers

**Functional relationships:** Works closely with student administrative services staff including admissions, student billing and student records; students and parents, faculty, external financial aid professionals and community and governmental agencies.

**Position statement:** The Assistant/Associate Director is responsible for coordinating and managing all aspects of student financial aid in full compliance with all applicable laws, rule, and regulations and providing quality student service in the timely and efficient delivery of financial aid packages. The Assistant/Associate Director is also expected to be a team player in the delivery of integrated enrollment management services.

**Major duties (Essential Functions):**

1. to prepare, award, and monitor financial assistance packages in accordance with governmental and institutional guidelines;
2. to oversee the effective and optimal use of Oracle Student financial aid data management and information system;
3. to execute, and to assess policies governing need analysis, student budgets, and financial aid award packaging to manage institutional, state and federal funds in accordance with applicable laws and regulations and institutional policies;
4. to act as a liaison with other University offices to best leverage resources and improve services to current and potential student financial aid applicants;
5. to lead and supervise office staff including overseeing the selection and hiring of staff, providing for their training and continued professional development and conducting performance management & appraisal duties.
6. to develop informational materials and workshops and provide individual and group financial counseling to students, parents, and secondary school personnel both on- and off-campus
7. to prepare and develop data concerning financial aid for inclusion in funding applications and reports to federal, state and private agencies.
8. to develop comprehensive knowledge of constantly changing field and flag for administrative review proposed and newly adopted regulations established by federal and state agencies for the operation of the student aid programs.
9. to perform other duties as may be assigned by the Vice President for Administration

**Budget Responsibilities:** Develop and operate within the departmental budget in addition to application, disbursement and auditing of all Federal Financial Aid funds.

**Campus/University Service:** Service on a variety of campus, professional and system committees and groups including the Maine Association of Student Financial Aid Administrators, Maine State Scholarship Agency, College Scholarship Service, the U.S. Office of Education, National Association of Student Financial Aid Administrators, and the Eastern Association of Student Financial Aid Administrators.

**Knowledge, Skills & Abilities:** Demonstrated ability to manage funds and administer complex computer programs and database(s). Excellent communication, financial, problem-solving and managerial skills; ability to

handle multiple tasks, meet deadlines, formulate and articulate policies, procedures, expectations, and practices. Commitment to strong teamwork and excellent customer service. Must quickly develop working knowledge of federal and state student financial aid regulations.

**Qualifications:** Undergraduate degree plus 3 to 5 years solid fiscal and administrative experience likely to produce the required knowledge, skills, and abilities. Advanced degree and experience in student financial aid and Enrollment Management environment preferred.

11/02/09

APPROVED BY:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the duties and responsibilities as described above.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Employee  
Supervisor  
Human Resources  
Personnel File