



Savannah State University Position Description -

POSITION DESCRIPTION:

Position Title: Director of Financial Aid

FLSA Status: Exempt

Reports to: Dean of Enrollment Management

Department: Financial Aid

Date Prepared: 06/27/2007

BASIC FUNCTION

Coordinates, implements, and administers student financial aid programs. Coordinates with University departments to involve them in these activities. Implements and administers University, USG, State, and federal policies and guidelines for Financial Aid. Responsible for the management of Financial Aid application processing and communications.

NATURE & SCOPE

The Director of Financial Aid supervises the Assistant Director, Financial Aid Counselors, Administrative Assistants, and Student Assistants.

PRINCIPAL ACCOUNTABILITIES

The Director of Financial Aid is responsible for:

1. Researching, coordinating, developing, implementing, and administering University, State, and federal financial aid programs with the Dean of Enrollment Management .
2. Responsible for the overall management and supervision of the university's \$25 million student financial aid program.
3. Tracking the allocation and expenditure of campus-based funds.



Savannah State University Position Description -

4. Managing financial assistance programs to ensure compliance with federal and state regulations.
5. Overseeing Financial Aid Office operations including applications processing and communications.
6. Performing financial counseling, needs analysis, forms completion, and all other financial aid-related processing activities.
7. Overseeing the processing of Title IV grants, loans, and employment funds for new and continuing students.
8. Monitoring the annual operating budget for the Financial Aid Office.
9. Supervising and evaluating staff.
9. Implementing and monitoring systems through established financial aid policies and procedures.
10. Assisting in the coordination of the Institution's responses to any/all internal and external audits related to student financial aid.
11. Assisting in other areas of Enrollment Management as required, and working collaboratively with the other staff members.
13. Complying with University, USG, State, and federal policies and procedures for the administration of student financial aid programs.
14. Actively supporting the teaching and learning processes, and working to create and support a student-centered environment.
15. Working actively with other areas of the University to ensure a spirit of university-wide collaboration, collegiality, civility, and teamwork.
16. Embracing and supporting the principle that "diversity is everybody's business" through the daily performance of duties and responsibilities.
17. Providing flexible, responsive, and high quality customer service to all clients: students, community, faculty, and staff; and continuously assessing and revising processes and procedures to comply with University, USG, State, and federal requirements, and national standards for financial aid operations.
18. Performing other duties as assigned.



Savannah State University Position Description -

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

MINIMUM QUALIFICATIONS:

1. Bachelor's degree (master's degree preferred).
2. At least five years experience in a Financial Aid Office.
3. Must possess a thorough knowledge of federal and state student financial assistance programs and regulations.
4. Must possess the ability to interpret and implement federal and state regulations governing the administration of student financial assistance programs
5. Experience supervising classified and professional staff members, strong supervisory skills, and the ability to interact effectively with diverse student populations.
4. Knowledge of Microsoft Office applications.
5. Experience working with an integrated student information system.
6. Excellent interpersonal, communications, and organizational skills.
7. Proven ability to manage and lead staff to inspire teamwork and achieve established goals.

PREFERRED QUALIFICATIONS:

1. Financial Aid experience in a four-year university setting.
2. Experience working with the Sungard Banner student information system.
3. Experience with electronic communications.
4. Strong technology and technical skills.