

## **Faculty and Student Services Job Function**

### **FSS Financial Aid Officer VI**

**Grade: 60**

**Job Code: S0160M**

**Job Family: Financial Aid**

**Job Family Matrix:** [Financial Aid Matrix](#)

#### **Summary**

Provide strategic direction, leadership and guidance. Oversee all aspects of the financial aid process including comprehensive program design and delivery, compliance, operations and communications.

#### **Core Duties**

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Determine strategic direction of department by establishing goals and implementing new financial aid initiatives
- Direct all aspects of the financial aid function including application processing, needs evaluation, award determination and financial aid advising
- Develop and implement a strategic financial aid plan to meet the needs of students and ensure a diverse community
- Oversee financial aid reporting and analysis to be used in budget development, compliance, funding applications and overall strategic planning
- Oversee complex information systems; assess existing technologies, identify areas for improvements and implement solutions
- May develop, manage and oversee departmental budget
- Develop, implement and provide interpretation of admissions policies and procedures
- Ensure compliance with federal, state and institutional financial aid requirements and auditing standards

#### **Basic Qualifications**

- Bachelor's degree or equivalent work experience required
- Minimum of 10 years' relevant work experience
- Supervisory experience

#### **Additional Qualifications and Skills**

- Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Advanced knowledge of financial aid processes
- Communication skills (both written and verbal)

#### **Certificates and Licenses**

#### **Physical Requirements**

- Sitting using near vision use for reading and computer use for extended periods of time
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

#### **Working Conditions**

- Work is performed in an office setting
- Travel may be required
- May be required to work nights and weekends