

**JF Ingram State Technical College  
Job description**

**JOB TITLE:**  
Financial Aid Director

**SUMMARY:** This position reports to the Dean of Students. The position requires a demonstrated ability to work with a wide-range of college personnel, providing oversight to ensure compliance with applicable federal, state and local laws and requirements as well as in compliance with ACCS Board of Trustee and JF Ingram State Technical College Policies and/or Procedures. Listed below are the essential functions of the position. These may be modified or others assigned in order to meet the needs of the College.

**ESSENTIAL FUNCTIONS:** Include the following. Other duties may be assigned.

- Develops written policies and procedures that affect the school's administration of Title IV Programs;
- Coordinates activities of the financial aid office with those of other institutional offices as related to the administering of financial aid at the College;
- Monitors satisfactory academic progress of financial aid recipients;
- Assists in the reconciling of student financial aid transactions and prepares reports on the operation and accounting of the financial aid funds;
- Maintains accurate and confidential files for financial aid recipients;
- Implements the Department of Education electronic initiatives at the College;
- Monitors all financial aid awards in an effort to prevent possible over awarding;
- Provides "in-service" training for the financial aid staff and assigns duties;
- Loads financial aid awards to the AS 400 Mainframe System;
- Provide financial aid counseling to students and assist students and/or parents in the preparation and completion of pertinent forms in both individual and group formats (i.e. FAFSA workshops).
- Perform Return of Title IV Federal Financial Aid calculations and provide reports, documentation of activity to college constituents and communication to affected students.
- Represents the College in Financial Aid activities;
- Possesses an understanding of and commitment to the philosophy and mission of a community and technical college;
- Possesses a sensitivity and commitment to cultural diversity;
- Serves on committees as needed;
- Complies with any applicable guidelines, procedures, and policies set forth by the Alabama Community College System (ACCS) Board of Trustees, the Alabama Community College System, and J. F. Ingram State Technical College; and,
- Performs any other duties as assigned by the President, Dean of Students, or their designee.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent interpersonal, problem-solving, decision-making and teambuilding skills which lead to logical decisions.
- Experience with day-to-day operation of a busy, multi-service office including experience with Microsoft Office Suite (i.e., Word, Excel, PowerPoint, and Access)
- Sensitivity to the educational and personal needs of a diverse student body.
- An understanding of and commitment to the philosophy and mission of the College
- Ability to establish and maintain effective working relationships with others internal and external to the college.

**QUALIFICATIONS:** A master's degree from a regionally-accredited college or university is required. A minimum of five years of documented full-time administrative supervisory experience in financial aid management with primary duties and responsibilities in financial aid management is required.

## EXEMPT

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and /or boards of directors.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry as needed. Ability to comprehend and apply basic mathematical functions.

**SUPERVISORY RESPONSIBILITIES:** Supervises employees, as well as, one to twelve students in assigned activities. Carries out this supervisory responsibility in accordance with policies and applicable laws.

**REASONING ABILITY:** Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism. Ability to deal with a variety of abstract and concrete variables in standardized situations. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

**OTHER SKILLS AND ABILITIES:** Ability to work with all internal and external personnel effectively, and to communicate effectively. Ability to coordinate activities and cooperate with other divisions within the College. Ability to effectively work with personnel representing key stakeholders to include the Alabama Community College System, Alabama Department of Corrections, vendors, and customers. Mastery of Microsoft Office programs is required. Knowledgeable of state, federal, State Board of Education, State Board of Trustee, and institutional education requirements.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of a financial aid director, the employee is regularly required to stand, reach with hands and arms, and talk or hear. Specific vision abilities required may include; close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:** Each employee is working in a correctional environment and must remain aware of security concerns at all times. The employee must be eligible to enter into any/all Department of Corrections (DOC) facilities in order to perform the job duties and must maintain this status for continued employment.

Reviewed by: \_\_\_\_\_

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

Salary Schedule Placement: C2  
Full-time/Salaried Position  
(On Tenure Track)