

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON CENTER**



DIRECTOR OF FINANCIAL AID

FLSA: EXEMPT

POSITION DESCRIPTION: Under direction of the Dean of Student Affairs, and working closely with the El Camino College Director of Financial Aid, the Compton Community College District Financial Aid Director plans, organizes and administers the activities and operations of the Compton Center Financial Aid Office; implements the Center's student employment program; supervises and evaluates the performance of assigned personnel.

ESSENTIAL DUTIES/FUNCTIONS:

- Plan, organize and administer the activities and operations of the Financial Aid Office; develop and recommend goals, objectives, policies and procedures.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, and disciplinary action; provide or coordinate staff development activities.
- Monitor and review the work of technical staff to assure compliance with state and federal policies and regulations; monitor the compliance with department guidelines; recommend improvement and adjustments to inconsistencies or errors in work products; review award decision of department personnel.
- Serve on financial aid appeal committee; investigate and recommend appropriate determination of student requests for reinstatement of aid or exception to policy; recommend and implement changes to appeal committee guidelines.
- Conduct financial aid workshops for students and their parents; provide direct, in-depth information and advice to potential applicants; advise students in matters related to financial aid, scholarships and grants, explain application procedures, regulations and policies.
- Counsel students to resolve problems or conflicts; assists staff in identification and implementation of confrontation-reduction techniques.
- Coordinate the verification of enrollment of student of students prior to financial aid check disbursement; confirm that criteria are met for release of funds to students.
- Coordinate the Center's student employment program; allocate funds form the student employment budget to departments on campus; evaluate department requests for additional funding for student employment.
- Monitor student enrollment and academic progress to determine continued eligibility; inform students of approval or denial of financial aid appeals.
- Develop, prepare and effectively administer the department's annual budget; analyze and review budgetary and financial data; control and authorize department expenditures in accordance with established guidelines and directives.
- Direct and prepare a variety of narrative and statistical reports; present and maintain department reports and information; prepare and maintain records and files related to assigned personnel and department activities.
- Effectively communicate with other administrators, managers, faculty, staff, and organizations outside the Center to coordinate activities and programs; resolve issues and conflicts and exchange information.
- Effectively utilize and manage the department's use of computer information systems.

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ESSENTIAL DUTIES/FUNCTIONS (Continued):

- Attend and conduct meetings, including workshops and conferences to maintain current professional knowledge of assigned areas.
- Perform other duties as assigned by the Dean of Student Affairs.

REQUIRED QUALIFICATIONS

- Bachelor's degree in business administration, social science or related field and five (5) years increasingly responsible financial aid or related experience including one year in a supervisory capacity.

DESIRABLE QUALIFICATIONS:

- Demonstrated experience using various types of computer software programs.
- Demonstrated experience implementing new technologies.
- Demonstrated ability to work effectively with diverse constituencies within a shared governance environment.
- Experience working in a demanding and complex academic environment.