

## **Assistant Director of Financial Aid**

<b>Classification</b>	Administrative
<b>Department</b>	Financial Aid
<b>Reports To</b>	Director of Financial Aid

### **Job Function**

The Assistant Director of Financial Aid reports to the Director of Financial Aid to furnish timely student-centered services. Responsibilities include providing assistance to the Director in the administration of all activities in the Financial Aid Office, oversight of the Title IV verification and conflicting information process, ensuring regulatory compliance, and counseling students and parents regarding all financial aid programs. The Assistant Director participates in the institution's enrollment management, financial management and strategic planning activities.

### **Essential Elements**

- 1.Administers the Federal Pell Grant program.
- 2.Administers the Federal Work-Study program.
- 3.Reviews and completes federally required verification and professional judgment of students' financial aid applications.
- 4.Counsels prospective and current students regarding federal, state, and institutional assistance.
- 5.Ensures compliance with financial aid regulations and policies.
- 6.Assists in PHEAA and other state grant certification procedures.
- 7.Conducts workshops, financial aid nights, and financial literacy presentations as required.
- 8.Develops financial aid publications, brochures, and pamphlets as necessary.
- 9.Acts as liaison with administrative and faculty units.

### **Non-Essential Elements**

- 1.Serves on institutional committees as required.
- 2.Conducts in-service training of professional and clerical financial aid staff.
- 3.Performs other duties as assigned.

### **Required Skills, Training, and Experience**

Minimum requirements: Bachelor's degree and 2-3 years' experience with the administration of federal student financial aid programs. This experience should include a current working knowledge of automated financial aid delivery systems, Microsoft Excel, and Datatel/Colleague preferred. Demonstrated interpersonal, communication, organizational and analytical skills are essential.

### **Working Conditions**

Typical office working conditions.

**Internal applicants please submit applications to [hrjobs@kings.edu](mailto:hrjobs@kings.edu) by 6/29/2022.**