

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Manager, Financial Aid	Management Team Supervisory	Range: 11.0	Days: 226

JOB DESCRIPTION:

Under direction, supervises the day-to-day operations and staff of the Financial Aid Department. This includes organizing and coordinating work-flow and schedules, monitoring quantitative and qualitative output, and implementing new regulations and procedures, as well as complying with existing State and Federal Financial Aid Regulations.

SCOPE:

The Manager, Financial Aid supervises the day-to-day operations and the classified, STNC, and student employees of the department.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Analyzes student financial need; determines federal, state and local aid eligibility; monitors manual and automated functions; awards grants, loans, work study and scholarships; advises students; maintains records and files; other related work as required.
2. Organizes, assigns, schedules, and reviews the work of Financial Aid staff.
3. Assists with the monitoring, control, and maintenance of the computer system.
4. Develops, implements, and monitors operational procedures.
5. Acts for the Director in his/her absence.
6. Conducts formal student expense budget research to establish local costs for food, housing, clothing, and other factors, and reports these to the relevant agencies and other entities.
7. Compiles data and writes periodic or special reports as required needed by federal, state or local authorities.
8. Supervises and evaluates classified staff, STNCs, and student employees.
9. Designs, develops and publishes consumer information, including handbooks, notices, fliers, posters and public presentations.
10. Hears student appeals and grievances and takes appropriate action.
11. Assists with deferral of non-resident and resident registration fees.

MANAGER, FINANCIAL AID

12. Attends and participates in seminars, conferences, workshops and other meetings concerned with financial aid or related issues.
13. Acts as a liaison with campus departments, federal, state or local agencies as required.
14. Responsible for coordinating plans to area high schools, community agencies, on campus classes, and other organizations.

KNOWLEDGE OF:

1. Appropriate federal, state and local rules and regulations governing Title IV and other financial aid.
2. The principles of office management, supervision, training, techniques of advising and interviewing.
3. District policy, matriculation regulations, and other related educational policy that applies to student academic progress.
4. Requirements and regulations of CalWorks, EOPS, TANF, Social Security, INS, Bureau of Indian Affairs, Americorps, etc.

ABILITY TO:

1. Plan work in advance and coordinate activities for several program years simultaneously.
2. Effectively communicate, orally and in writing, with students, faculty, staff, and the general public.
3. Assist with and maintain computerized financial aid systems.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Any combination equivalent to an Associate of Arts Degree, preferably with course work in Sociology, Psychology, Business Administration or a closely related field.

Experience:

Extensive, full-time and increasingly responsible experience in a student financial aid office.

SUPERVISION RECEIVED:

The Manager, Financial Aid reports to the Director, Student Financial Services.

SUPERVISION EXERCISED:

The Manager, Financial Aid supervises classified staff, STNC's and student employees.

Board Approved: July 16, 2008