JOB DESCRIPTION

TITLE: Assistant Director of Financial Aid

SUPERVISOR: Director of Financial Aid

JOB OBJECTIVE: To assist the Director in overall management of the Financial Aid Office and perform related work as required.

ESSENTIAL JOB FUNCTIONS:

A. Serves as coordinator of financial aid file processing and provide training as necessary to other staff members.
B. Supervises other designated financial aid staff personnel.
C. Serves as Acting Director in the absence of the Director of Financial Aid.
D. Cross-trains with Coordinator of Technical Support in regard to the Electronic Data Exchange process with the Department of Education and SIS related tables and programs.
E. Process Federal Pell Grant payment authorizations via Electronic Data Exchange with the Department of Education.
F. Processes Tennessee Student Assistance Awards with the Tennessee Student Assistance Corporation.
G. Provides financial aid counseling to students and processes student financial aid files in accordance with federal and state regulations.
H. Conducts financial aid workshops.
I. Utilizes "professional judgment" as related to use of "current year income" and as related to "dependency overrides".
J. Monitors verification of "initial attendance" and tracks "unofficial withdrawals" as related to Title IV eligibility.
K. Completes "Federal Return to Title IV Funds" calculations for Title IV recipients who totally withdraw (officially or unofficially)
L. Monitors "special deferments".
M. Performs other duties as assigned.

MINIMUM JOB STANDARDS:

A. Bachelor's degree with preference given to major in accounting or computer-related field.
B. Two years of increasingly responsible experience in a financial aid office.
C. Prior knowledge of federal EDE software and other financial aid related software.

JOB LOCATION:
The primary job location is the college's main campus. Occasional travel throughout the county service area may be required.

EQUIPMENT:
Use of standard office equipment, including a microcomputer, is required.

CRITICAL SKILLS/EXPERTISE:

- Experience in financial aid file processing
- Ability to maintain effective working relationships with faculty, staff, students, and external contacts
- Ability to work independently and manage time effectively
- Working knowledge of regulations governing federal, state, and institutional policies regarding the administration of financial aid

NON-ESSENTIAL FUNCTIONS: Marginal tasks performed include the operation of standard office equipment such as a typewriter.

SALARY: $

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

02/19/03

02/19/03