



# Example of Financial Aid Director Job Description

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Our innovative and growing company is hiring for a financial aid director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for financial aid director

- Key member of University, state, federal and external committees regarding financial aid and admission
- Ensures that Federal Quality Assurance requirements are met
- Provide leadership and supervision in the development of technology solutions to internal operating needs and the data needs/requirements of outside offices and agencies
- Participate in University-wide committees pertaining to financial aid compliance and training
- Manage a caseload of approximately 140 graduate students, counseling students on effective use of the financial support package, fellowship sources, loans, budget planning, debt management and related matters
- Supervise three staff assistants, assigning and review work, conducting performance reviews, and takes corrective action, up to and through terminations, as needed
- Provides leadership and direct support to carry out the recommendations and instructions of the AVP, Director of Financial Aid Operations and Director of Scholarships, as it affects student financial aid programs
- Plans, leads, and participates in strategic planning and new program development enhancing the availability of funds and the delivery of assistance to students and the operations of the department and its employees
- Provides leadership and direction to staff responsible for decision making and

- Oversees and directs functions up to and including Curricular Services updates, Graduate Student orientation, EIS emails(Keystones), presentation database and presentations for advisors

### **Qualifications for financial aid director**

- Leads, reviews and counsels with administration to identify opportunities for improvement to maintain compliance throughout the office
- Reviews and monitors various information relating to updates, changes and new regulations and develops policy and procedures to implement these regulations
- Reviews, directs and encourages high quality work performance for full and part time staff
- Oversees and maintains a lead role, along with Assistant Director of Compliance, on all audits conducted in our office
- Participates in the development and implementation of training for staff as it relates to regulations and policy changes
- Reviews program audits with management and takes appropriate action