



Example of Financial Aid Director Job Description

Powered by www.VelvetJobs.com

Our company is looking for a financial aid director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for financial aid director

- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives
- Monitors, approves, and/or revises all financial aid packaging for all qualified applicants in accordance with federal, state, institutional, and other policies and procedures
- Completes federal, state, and institutional reports including applications for federal funding and reports the expenditures of funds allocated, such as the FISAP and MHEC reports
- Participates in state and federal program reviews and audits
- Prepares reports required by institution, state agencies, and federal agencies
- Develop and maintain office policies and procedures
- Oversees the Satisfactory Academic Progress (SAP) and Return of Title IV Funds processes, the coordination of student loan processing between students, federal government, and the institution, and Title IV refunds and repayments, including U.S. Department of Education and National Student Loan Data System notifications
- Works closely with University departments, including Undergraduate Admission, Student Accounts, Student Loans, Development, Athletics, the Office of the Dean of Students, and the offices of the Associate Deans
- Collaborate with the Office of Academic Affairs to monitor the academic progress of medical students towards requirements for promotion and graduation
- Provide leadership to the area of student support services to insure

Qualifications for financial aid director

- Minimum 6 years' work experience in student financial aid
- Minimum 4 years' experience directly supervising staff
- Comprehensive knowledge of the undergraduate admission process
- Experience using PeopleSoft software
- 5+ years of experience in communications/marketing/recruitment, program/project management across large, diverse stakeholder groups
- 1-2+ years of management experience directing, managing, mentoring, and developing individuals