



Example of Financial Aid Director Job Description

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Our growing company is looking to fill the role of financial aid director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for financial aid director

- Provide advising services to medical students, direct students to external resources when appropriate
- Serve as an information resource for medical students on aspects of well-being
- Network with other learning assistance programs uniquely concerned with the needs of underrepresented medical school students
- Provide leadership and oversight for selection and disbursement of the College's endowed scholarship program
- Oversees the hiring, scheduling, training, supervision, and performance reviews of a total staff of 20 full-time and occasional part-time employees
- Oversees the preparation and presentation of statistics and research for use in financial aid packaging and strategic enrollment management planning
- Maintain a physical presence at the workplace or the College
- Handle external requests for information, surveys, media
- Evaluates staff performance and provides discipline as necessary
- Interviews students/parents applying for financial aid on more complex circumstances

Qualifications for financial aid director

- 3+ years of project, vendor, and budget management experience in a communications and outreach setting

- Credibility and comfort participating as a member of a collaborative team, contributing to major plans and direction
- Energetic and positive work style
- Ability to build strong and sustainable relationships and to interact at all levels of the organization
- Exemplary oral and written communication