



# Example of Financial Aid Director Job Description

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Our growing company is looking 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

- Develop and maintain relationship with veterans certifying officer on campus
- Maintain ongoing contact with appropriate university staff, including regular updates on process and procedures
- Counsel and assist both current and prospective students in person, by telephone, and via e-mail correspondence regarding financial aid programs, procedures and processes
- Participate in special event days including Day at Kellogg Admitted Student Events, and Prospective Student's Financial Aid Information Events
- Collaborate with for the review and approval of the Global Initiatives in Management financial aid budgets for the required trip of this course
- Assist with Scholarship selection -gifts and endowments from individual and corporate donors
- Plans, organizes and supervises the operational functions of the Financial Aid Office
- Oversees the accountability for all financial aid rewards
- Prepares and manages student cost-of-attendance budgets
- Coordinates and maintains financial aid records

## Qualifications for financial aid director

- Demonstrated leadership and counseling skills
- Experience at an NCAA Division I institution and/or with intercollegiate

- Experience with NCAA and Atlantic Coast Conference (ACC) financial aid regulations
- Experience serving as the lead administrator of a student financial aid office
- Demonstrated ability to extract and manage data for customized reporting
- Experience transitioning a financial aid office to a new financial aid computing platform