



## Position Description

**TITLE:** Director of Financial Aid

**GRADE:** 5A

**HIRING RANGE:** \$60,814 - \$67,049

**Job Summary:** *(Brief description of the overall purpose of the position.)*

Under the general direction and in collaboration with the Assistant Vice President of Enrollment, the Director of Financial Aid is responsible for college-wide financial aid operations, ensuring responsive and accurate process of student financial aid.

**Essential Duties/Job Scope:** *(The primary and integral job tasks for which the position exists, and the extent or range of operations of those duties.)*

This position collaborates in the development of college-wide financial aid policies; implements and monitors financial aid policies and processes; projects and monitors fund expenditures; interprets and communicates governmental regulations; ensures compliance with regulatory requirements; serves as College representative and resource for financial aid matters to internal and external groups and individuals.

**Supervision Received:**

This position receives general direction from a senior-level administrator.

**Supervision Exercised:**

This position provides direction and/or general supervision to professional/technical positions, and may provide supervision to clerical positions.

**Representative Duties/Responsibilities:**

This position develops, facilitates, implements, and monitors financial aid policy and procedures College-wide; develops award parameters; projects and monitors fund expenditures; monitors satisfactory academic progress of financial aid students; interprets and implements current and proposed federal and state regulations; ensures compliance with regulatory requirements and reporting; manages records and documentation to satisfy federal and state institutional audits; facilitates financial aid training for faculty and staff; maintains financial aid content in CMC printed and electronic publications; represents CMC at state meetings; counsels students and families with regard to funding needs; processes student financial aid during peak periods as needed; performs other duties as assigned.

**Knowledge and Abilities:**

Knowledge of: current principles, practices, and processes in student enrollment, admissions, and financial aid services in higher education; pertinent laws, rules and/or guidelines effecting same; and trends and developments in technology that support area of responsibility.

Ability to: collaborate with others on complex projects including processes and technology; organize, manage, and control workflow while meeting deadlines; communicate effectively orally and in writing; and ability to provide leadership in order to implement institutional and divisional goals.

**Training and Experience:**

Bachelor's Degree from an accredited institution, and 4 years related work experience in a field that will provide the education, training, and experience necessary to obtain the knowledge and abilities required to successfully perform the duties and responsibilities of the position. Master's Degree and 2 years related work experience, preferred.

**Special Conditions of Employment:**

Successful completion of a background check is required. May require travel and evening and/or weekend hours. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

**Working Conditions:**

This position requires frequent walking, sitting and occasional standing and driving; occasional balancing, stooping, bending; frequent kneeling, handling objects, and reaching with hands and arms; and constant finger movements. The position requires occasional lifting, carrying, pushing or pulling objects up to 25 lbs. The position also requires ordinary talking and hearing capability; full vision capabilities; and the ability to read/comprehend, write, communicate orally, and reason and analyze on a constant basis, and to perform calculations frequently. Work is performed using a computer and standard office machinery daily.

**Revised: 6.05.08**

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.