

**Director, Financial Aid**  
**Porterville College**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

The Director of Financial Aid develops, implements, and manages student financial aid programs at Porterville College, and serves as the Financial Aid Administrator of record for all purposes specified within federal and state regulations and guidelines.

Under the direct supervision of the Vice President, Student Services, the Director is responsible for ensuring accuracy, timeliness, completeness and compliance with regulations. The director shall establish proactive services, assistance and resources for students and their families and shall develop, implement, and monitor annual financial aid and budgets, including establishing goals and activities and evaluating program outcomes.

## **Examples of Duties**

1. Participate as a member of student success teams along with other directors and deans. Ensure Financial Aid representation amongst other areas of the college and shares knowledge. Establish strategic goals for the unit. Serve as consultant on financial aid issues that impact faculty, staff, and students. Provide training and materials to College staff.
2. Review and evaluate assigned programs and services; recommend and implement approved plans and policies to facilitate and improve the operations and programs within areas of responsibility.
3. Lead and direct Financial Aid Office. Supervise in accordance with college policies and applicable laws including training, evaluation, reward and discipline, and address and resolve problems. Lead staff meetings, share information, and promote development of ideas for improvement of service and efficiency. Assist staff in developing professional goals and objectives. Encourage teamwork.
4. Monitor federal regulations and ensure compliance and oversight. Maintain liaison with federal, state, county, and other agencies to answer questions, resolve problems, provide data, and interpret and apply changes in rules and regulations concerning financial aid in Porterville's community.

5. Serve as destination point administrator (DPA) for federal electronic and online systems. Complete federal, state, and institutional reports, including applications for federal funding and reports of the expenditures of funds allocated, such as the FISAP.
6. Develop and generate statistical data and reports related to various programs supervised.
7. Maintain fund control records in accordance with funding level limitations. Manage the staff to provide insight and leadership regarding various functions of compliance review, communications, systems review, and budget assessment.
8. Ensure compliance with all federal and state regulations, which impacts the administration of financial aid programs and mandates maintenance and reporting. Provide direction and clarification when regulations are unclear or appear to be in conflict between federal, state, and/or college policies.
9. Responsible for filing and maintaining reports required by governmental and other agencies, which impacts all Federal Title IV funding. Review yearly reference materials and implements revised procedures which impact the delivery of financial aid.
10. Develop procedures and recommend policies to ensure compliance with applicable governing bodies related to financial aid and scholarships. Monitor and modify financial aid packaging in accordance with regulations. Set annual packaging guidelines to be followed during the award year. Oversee the Satisfactory Academic Progress (SAP) and Return of Title IV funds processes.
11. Direct the budget of the Financial Aid Office. Work with the Business Services and District Information Technology to ensure proper fund management and disbursement as well as accurate and timely exchange of information between school information systems. Coordinate internal reconciliation efforts and report to reviewing entities such as auditors, program reviewers, and accreditation teams
12. Perform other duties as required.

## Qualifications

- Bachelor's Degree from an accredited college/university and demonstrated successful progressively responsible experience in student services programs.
- Minimum of five years' experience in a Financial Aid Office
- Experience with an enterprise level student information system such as Banner

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees

## **Knowledge and Abilities**

- Ability to work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Ability to effectively communicate orally and in writing.
- Ability to work well with people from diverse economic and ethnic backgrounds.
- Knowledge of accounting, budgeting and fiscal reporting.
- Ability to manage comprehensive sources of funds in excess of \$10 million.
- Ability to apply legal and policy provisions/regulations to various problems consistently and correctly.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom-Less than 25 percent = 1                      Often – 51-75 percent                      = 3  
Occasional 25-50 percent                      = 2                      Very Frequent – 76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)