

WARREN WILSON COLLEGE
Position Description

POSITION TITLE: Associate Director of Financial Aid
(Full-time, 12-month position)

DEPARTMENT: Financial Aid

REPORTS TO: Director of Financial Aid

FLSA STATUS: Exempt

POSITION SUMMARY:

The Assistant Director of Financial Aid supervises the office staff and student worker, counsels students/parents on the financial aid process; generates reports, maintains the EDE database, as well as software management; acts as Loan Officer for the Direct Loan program, and provides advice on debt management.

SPECIFIC RESPONSIBILITIES:

1. Trains, supervises, and evaluates office staff of one regular 20 hours per week Financial Aid Counselor, one regular 20 hours per week Financial Aid Assistant as well as a student worker.
2. Assists parents and students in the financial aid process beginning with the filing of the FAFSA, providing the required verification documents, explaining the award and judging the need for consideration of special circumstances.
3. Assists with the verification process including reprocessing of ISIRs.
4. Completes award packaging for non-need students.
5. Offers counsel and information on the Direct Loan Program, and other payment alternatives.
6. Originates/disburses loans (Stafford, PLUS, GRAD PLUS) using EdExpress and certifies private loans using ELMNET.
7. Manages the Electronic Funds Transfer form Federal loan proceeds. Ensures that a monthly reconciliation process is completed and that there is a zero balance at the end of the contract year. Conducts necessary closeout of the contract year upon completion of the audit.
8. Matches students with WWC institutional dollars ensuring that donor criteria for selection are met.
9. Prepares the promissory notes for Warren Wilson College loan funds and counsels borrowers about terms of loan.
10. Contact person for the NCLTG program. Compiles the NC State reports each semester (NCLTG and NCS) as well as the annual institutional application to the NC State Approve Agency for continued recognition as a VA eligible College.
11. Point person for the state Vocational Rehabilitation Programs
12. Uses both Main Frame and PC for data entry, reports, word processing and need analysis.

13. Maintains responsibility for the installation and up-grade of PC software, transmission and receipt of data from Department of Education processor and resolution of technical problems. Imports information from EDEExpress into Aptron database. Software administrator for EDE/EDConnect, ELM, and Direct Loan.
14. Performs other duties, as requested, to include representation of Financial Aid and WWC in the absence of the Director.
15. Participates in off-campus professional training and events, as needed, ie FALL NCASFA Conference and FAFSA Day.
16. Ensures that the Financial Aid website is maintained, and that regular communication with students through Student-L is maintained.
17. Suggests alternative processes in order to improve the functioning of the office.

WORKING CONDITIONS:

1. Office Environment
2. Flexible and able to handle multiple tasks and interruptions

QUALIFICATIONS:

1. Bachelor's degree is required
2. Effective interpersonal skills required – good oral and written communication skills
3. Self-starter and able to work with minimum supervision.
4. High level of organizational skills, ability to function in multi-task oriented environment, and the ability to perform during periods of peak productivity required
5. Possess basic computer skills, including spreadsheet, word processing, data base management, and Windows XP.
6. Interest and intelligence to comprehend the application and award process and pertinent government regulations in a constantly changing environment.