

WARREN WILSON COLLEGE

Position Description

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

DEPARTMENT: Financial Aid

REPORTS TO: Vice President for Administration and Finance

POSITION SUMMARY:

The Director of Financial Aid directs, plans, and oversees the application and award processes of financial aid for undergraduate and graduate students; coordinates veterans' benefits; and supervises a staff consisting of a full-time Assistant Director, one part-time Aid Assistant and one student worker.

SPECIFIC RESPONSIBILITIES:

1. Directs all financial aid functions with the purpose of maintaining institutional eligibility for continued participation in Federal and State aid programs.
2. Directs the administration of financial aid; ensures applicants receive assistance in the application process for loans and scholarships. Makes award based on need of applicant within Title IV Regulations and budget parameters.
3. Oversees the administration of private, state, and/or federal loan programs; coordinates the awarding of need-based scholarships/grants and the renewal of merit-based awards.
4. Directs the use of funds in the college work study program; estimates pre-award amount; determines final amount; notifies awardee.
5. Manages the veteran benefit program to ensure compliance with applicable state and federal regulations.
6. Directs the development of reports and analysis setting forth progress, adverse trends, and appropriate recommendations or conclusions. Reports include but are not limited to FISAP, WWC Fact Book, NCHED, Pell and Marketing reports such as Peterson and US News.
7. Directs the personnel activities to include hiring, disciplining, training, merit recommendations, promotions, transfers, and performance evaluations.
8. Plans and directs the presentation and enforcement of policies and forms (i.e. Withdrawal and Refund, Satisfactory Academic Progress Standards, Verification forms, etc.).
9. Completes verification, the initial award and loan certification using an increasing amount of electronic support such as EDE, NSLDS, WWC mainframe plus real-time reporting to banks (Citibank, CFI, Wachovia, Sallie Mae), State agencies (NC, PA, VT) and Federal (FAFSA corrections, VA enrollment).

10. Represents Warren Wilson College during audits: Federal Program Review, North Carolina State Approving Agency, North Carolina Higher Education Assistance Authority, Department of Veteran Affairs, and the annual external audit prepared for the United States Department of Education and the State of North Carolina.
11. Participates in off-campus training when available and as needed.

WORKING CONDITIONS:

1. Office Environment.

QUALIFICATIONS:

1. Bachelor's degree preferably in business or human services and three years of experience in financial aid required.
2. Knowledge of Title IV guidelines for administration of federal aid.
3. Experience with or the ability to learn the technical requirements/participation in Title IV WAN.
4. Effective interpersonal skills required.
5. Time management and organizational skills required.