

# Southeast Technical Institute

Sioux Falls School District 49-5

## JOB DESCRIPTION

### Director of Financial Aid

<b>Department:</b>	Enrollment Management / Office of Financial Aid	<b>Job Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	VP for Enrollment Management (regarding enrollment management)  VP for Finance (regarding financial aid audit and FISAP)
<b>Grade/Level:</b>	12 Month Employment Contract Group; Southeast Technical Institute Employment Contract Group Salary Schedule: Level K	<b>Amount of Travel Required:</b>	As needed
<b>Work Schedule:</b>	Monday-Friday, 7:30 a.m. - 5 p.m. Flexibility to work evenings and weekends as needed	<b>Positions Supervised:</b>	<ul style="list-style-type: none"><li>• Compliance Officer</li><li>• Financial Aid Associates</li><li>• Financial Aid Coordinators</li><li>• Federal Work Study Student Employees</li></ul>
<b>Prepared By Date:</b>	July 2018	<b>Approved By Date:</b>	July 2018

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#### POSITION SUMMARY

The Director of Financial Aid is responsible for the overall operation of the office and supervision of professional staff. Responsibilities include providing an exceptional customer service experience for students and their parents/families; actively participating in the Enrollment Management process to leverage financial aid to enroll and retain students; developing and implementing annual plans; coordinating and participating in outreach to external stakeholders; developing procedures; identifying and securing resources; conducting research; preparing formal reports for external regulatory organizations; determining departmental policies; and recommending and monitoring a financial aid budget.

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## ESSENTIAL FUNCTIONS

### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### Essential Functions Statement(s)

- Manages staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Manages the implementation of internal operations for the Financial Aid program which includes developing and implementing annual plans; developing departmental procedures; and ensuring compliance with Federal and State regulations, as well as Institutional policies.
- Works closely with the Vice President for Enrollment Management, contributing to the strategic planning process of enrollment management goals, and represents Financial Aid on the Enrollment Management Leadership Team.
- Makes recommendations to institutional leadership about strategic initiatives regarding student aid, accounts receivable, and other areas in line with Southeast Technical Institute's strategic plan.
- Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents Southeast Tech at state-level and national-level financial aid professional organizations.
- Plans and directs departmental adherence and compatibility with institutional goals, objectives, and strategic initiatives.
- Proactively uses technology to improve processes and office efficiencies (including PowerFails financial aid management system and Jenzabar EX software).
- Works closely with the Vice President of Finance, ensuring fiscal responsibility, including, but not limited to, preparing and assisting with the annual financial aid audit and preparing the Fiscal Operations Report and Application to Participate (FISAP).
- Prepares, reviews, and approves a variety of multi-faceted information, data, forms, schedules, calendars, and reports; makes programmatic decisions based on findings; recommends and monitors a budget; submits justifications for budget items; and monitors and controls expenditures. Identifies and secures resources as necessary.
- Researches and analyzes a variety of complex data and information, including student database information; prepares related reports for regulatory bodies as necessary.
- Coordinates Build Dakota and Foundation scholarship process with the Southeast Technical Institute Foundation.
- Performs other duties as assigned.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.

- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Presentation Skills - Ability to effectively present information publicly.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Self-Confident - The trait of being comfortable in making decisions for oneself.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long range goals can be achieved.

## SKILLS & ABILITIES

**Education :** Bachelor’s degree. Master’s degree preferred.

**Experience :** At least five years of experience contributing to the leadership of a Financial Aid Office in a higher education environment.

**Computer Skills :** Ability to use computerized accounting systems for financial aid.

**Other Requirements:** Ability to effectively communicate with others electronically (email), orally, and in writing. Post-offer criminal background check required.

## PHYSICAL DEMANDS

<u>Physical Demands</u>		<u>Lift/Carry</u>	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

*N (Not Applicable)* Activity is not applicable to this occupation.  
*O (Occasionally)* Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
*F (Frequently)* Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
*C (Constantly)* Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

## Other Physical Requirements:

### Talking

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

### Vision

- Sufficient visual acuity for extensive reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

Sense of Sound

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.

Sense of Touch

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

**WORK ENVIRONMENT**

Busy, semi-open office area. Daily interruptions and must interact with others on a regular basis. General office environment with standard office equipment available. Lighting and temperature are adequate. Moderate noise levels typical of an office environment due to staff/student conversations and office equipment. Job is sedentary with physical activities normally required in an office environment. Possible exposure to communicable diseases and temperature changes as individuals enter and exit the building. Indoor, climate controlled, work environment. Moderate level of noise from office equipment.

**EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION**

**EMPLOYER STATEMENT**

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

**EMPLOYEE AUTHORIZATION**

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Print Name: \_\_\_\_\_