

POSITION DESCRIPTION
Financial Aid Director

DEPARTMENT: Business Services

CLASSIFICATION: Exempt-Full Time

SHIFT: Monday-Friday, 8:30am-4:30pm

SALARY RANGE: \$60,000-\$80,000 Annually

FUNCTION: The Financial Aid Director ensure that the Title IV program and all other financial aid programs (both State and Federal) operates in compliance to all federal and state regulations.

REPORTS TO: Senior Vice President for Business Services

MAJOR DUTIES/RESPONSIBILITIES:

- Develop, implement, revise, and enforce policies and procedures to ensure compliance with all federal and state Title IV/Financial Aid program requirements
- Ensures compliance to all requirements related to the operation of the Title IV program and all Financial Aid programs (both Federal and State)
- Develop and manage financial aid strategies that are consistent with the strategic plan of the institution
- Responsible for managing and administering financial aid, scholarships, and student federal work-study programs
- Review and award student financial aid in accordance with regulations and institutional policies to eligible students
- Perform timely and accurate return to Title IV calculations
- Monitors and evaluates satisfactory academic progress of students. Manages the adjudication of student appeals relating to academic progress
- Manages student appeals concerning eligibility. Utilizes professional judgment to adjust a student's eligibility based on documented mitigating circumstances in accordance with federal statutes
- Conducts verification of student and parent application data in compliance with federal criteria
- Determines the types and amounts of financial aid to be awarded through the packaging process according to federal, state, and institutional requirements. Monitors individual student awards. Resolves data conflicts and over awards
- Provides financial aid counseling to students and parents regarding all aspects of financial aid process
- Interacts with appropriate outside entities to facilitate the student eligibility process
- Ensure the accurate operation and administration of the South Carolina Tuition Grant program

- Works with external auditors to conduct annual financial aid audit and South Carolina Tuition Grant program review
- Ensures that all financial aid reports and/or program requirements are completed timely and accurately
- Annually reviews and/or updates Financial Aid Handbook
- Ensures that the Consumer Information/Student's Rights information is posted and accurate
- Maintains appropriate documentation via data entry system (Campus Café & EdExpress).
- Participates in annual training and professional organizations to keep abreast of new information and program changes to be implemented
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, Education, Computer Science, Social Science, or related field. Experience performing the duties of this job may substitute for the degree requirement on a year for year basis.
- Demonstrated experience in student financial aid directly related to financial aid counseling, eligibility determination, need analysis, verification and packaging required. Experience with personal computers and on-line data systems required.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

Application Instructions:

Applications should include a cover letter and resume and must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "Financial Aid Director." The process will continue until the position is filled.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations and policies.