

# **Richmond Community College**

## **Job Description**

### **Position Title: Director of Financial Aid**

**General Description:** The Director of Financial Aid, serving in the Student Services Division of Richmond Community College is responsible for supervising and coordinating activities for the Financial Aid Department. The Director position reports to the Vice President of Student Services for day to day operations and additionally to the Executive Vice President and CFO for financial responsibilities.

### **Duties and Responsibilities of the Position:**

1. Have a thorough knowledge of current Financial Aid legislation and guidelines and the US Department of Education Federal Student Handbook.
2. Have considerable working knowledge of computer applications, including the Datatel system, US Department of Education online system, and the Microsoft Office Suite of programs.
3. Ensure compliance with Title IV Financial Aid regulations as they pertain to College policies and operations. Maintain and update the Financial Aid Policies and Procedures manual as needed.
4. Coordinate the organization, staffing, and operational activities for the financial aid function including administering financial aid with the assurance of compliance with various State and Federal guidelines and regulations.
5. Direct, coordinate and review the work plan for financial aid; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
6. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
7. Participate in the development and administration of the financial aid budgets, forecast funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
8. Advise incoming students on financial aid procedures; provide information and assistance to counseling staff on the financial aid process.
9. Provide financial aid counseling, advising and assistance to all current and prospective students and to those who have unusual or special circumstances.
10. Determine student financial need and eligibility; determine type and amount of aid available; coordinate student notification of acceptance or denial regarding financial aid applications; verify records selected by the Department of Education and the College; review requests for Professional Judgments.
11. Ensure the maintenance of confidentiality for records and files.
12. Provide staff training on the financial aid process to maintain standards; conduct staff meetings to disseminate current information and to review and revise office procedures; conduct workshops for financial aid recipients.

13. Coordinate Federal, State and college programs to meet deadline dates and reporting responsibilities; act as liaison with Federal, State and private agencies, regarding student financial aid; represent the college at regional and State financial aid meetings.
14. Coordinate and monitor college scholarships and grants; evaluate recommendations for related policies and procedures; coordinate scholarships and grants from local agencies and private donors with the Executive Director of the RCC Foundation.
15. Participate in student recruitment, registration, and financial aid informational activities.
16. Ensure accountability of financial aid monies and serve as internal compliance officer for financial aid.
17. Attend professional workshops and conferences.
18. Provide oversight to ensure proper reconciliations of all financial aid funds with financial aid and Business Office staff. Responsible for the accuracy of all financial aid disbursements.
19. Other duties. (Willingness to accept and fulfill additional assignments.)

**Position Qualifications:**

**Knowledge, Skills and Abilities:**

Supervisory experience in student services, accounting, or other financial setting. Ability to effectively communicate with and assist students of all educational backgrounds. Strong written and verbal skills. Able and willing to work extended hours during peaks times. Proficiency in Microsoft Word and Excel. Excellent organizational and interpersonal skills required.

**Minimum Education and Experience:**

Master's Degree preferred, bachelor's required in student personnel, higher education, business, or other related field required. Five years experience in college financial aid or related area required, with knowledge of the NC Community College System preferred.

**Salary Grade:** 12

**Location:** Lee Building

# Questionnaire for

## Compliance with Americans with Disabilities Act

### Interview guide for collecting job analysis information

**Job Title:** Director of Financial Aid

**Division:** Student Services

**Location:** Lee Building

**Supervisor's Title:** Vice President of Student Services

**Department:** Student Services

**Shift:** 8-5

**1. General Purpose of Job.** Briefly describe the job's primary purpose or contribution to the department or organization.

Thorough knowledge of current financial aid legislation and guidelines, and knowledge of federal student handbook.

**2. Duties and Responsibilities.** List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

Read, interpret, and recommend policies compliant with Title IV Financial Aid regulations. Implement all new policies; direct, coordinate and review the work plan for financial aid; meet with staff to identify and resolve problems; responsible for the accuracy of financial aid disbursements.

**3. Supervisory Responsibilities.** If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

The director supervises three Financial Aid Assistants.

**4. Physical Demands:**

**4A.** How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4B.** Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4C.** Does this job have any special vision requirements? Check all that apply.

- ☐ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☒ No special vision requirements

**4D.** Make notes on the specific job duties that require the physical demands selected above.

## 5. Work Environment:

**5A.** How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5B.** How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☒ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

**5C.** Make notes on the specific job duties that are affected by the environmental conditions selected above.

**6. Comments.** Include any other information that will aid in the preparation of an accurate description of this job.

**7. Questionnaire prepared by:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Basis for knowledge of job: ☐ hold job now; ☐ supervise job; ☐ other (explain)

## **Exposure Determination for Bloodborne Pathogens**

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

### **\_\_\_\_\_ CLASSIFICATION I**

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

### **\_\_\_\_\_ CLASSIFICATION II**

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

### **\_\_\_\_\_ PERSONNEL NOT COVERED BY THE STANDARD**

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.