

**KALAMAZOO VALLEY COMMUNITY COLLEGE**  
**JOB DESCRIPTION**

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<b>CREATED</b> 9/30/11	<b>PAY GRADE</b>	<b>REVISED</b>	<b>FLSA CODE</b>
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**TITLE: ASSISTANT DIRECTOR OF FINANCIAL AID**

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**BASIC FUNCTION AND RESPONSIBILITY:** A primary responsibility of all persons assigned to this job title is to support the instructional mission of the institution and to promote positive student and customer relations. Assist students and parents with the financial aid application process. Assist in file completion and awarding of financial aid. Coordinate components of the financial aid process, as well as, ensure compliance of same.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:** The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, knowledge, skills, abilities noted herein, however, this list represents **EXAMPLES ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions found in this job classification.

Recommend hire, orient, train and evaluate department employees. Monitor and coordinate staff development and training programs, and, through the supervisor and the Human Resources department, develop effective human resources practices.

Advise students and parents in all aspects of the financial aid process. Package financial aid funds in a compliant manner, and communicate to students and parents as needed.

Administer all student loan programs including default management initiatives.

Administer financial aid program eligibility for all eligible academies, and process financial aid eligibility for academy participants.

Administer the Federal Work Study program including compliance, procedures and job development on and off campus.

Administer the Consumer Information requirement to ensure compliance with Federal regulations, and coordinate effective communications with the public including web content and presentations.

Administer the U.S. Department of Veterans Affairs benefit programs including compliance, processing and reporting.

**REPORTS TO: DIRECTOR OF FINANCIAL AID**

**SUPERVISION EXERCISED:** Administrative supervision is exercised over one full-time employee.

**SKILLS AND KNOWLEDGE:** Knowledge of acceptable supervisory principles and practices  
Knowledge of institutional policies and procedures  
Knowledge of financial aid rules, regulations, programs and procedures

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This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty

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**TITLE: ASSISTANT DIRECTOR OF FINANCIAL AID**

Knowledge of the Federal work study program  
Knowledge of Veterans Affairs benefit programs  
Skill in oral and written communications  
Skill in collecting, analyzing, compiling and recording data

**ENTRY QUALIFICATIONS**

Appropriate education, training, experience and talents are requirements. An example of this would be a bachelors degree in an appropriate field and two years of experience in the student services field. Prior supervisory experience required.