

ASSISTANT DIRECTOR OF STUDENT FINANCIAL AID AND VETERAN SERVICES

GENERAL STATEMENT:

Assist the Director with all responsibilities related to the operation and management of student financial aid operation. Along with the Director is responsible for ensuring the college is in compliance with all state, Federal and other Financial Aid related rules and regulations. Responsible for ensuring compliance with all mandated regulations, and college procedures for the processing of all scholarships. Provide exceptional customer service to all students.

REPORTS TO:

Director of Student Financial Aid and Veteran Services

OCCUPATIONAL GROUP:

Para-Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associates Degree required; Bachelor's Degree preferred.

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

Three (3) years' experience in Financial Aid or related field preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Assist the Director to ensure the college is compliant with all state, Federal and other Financial Aid related rules and regulations.
- Stay informed of all state and federal rule/regulation changes and ensure the college adjusts to and follows all changes and updates.
- Assist the Director of Student Financial Aid and Veteran's Services in preparation of all required state and federal reports.
- Supervise office personnel in the absence of the Director.
- Assist the Director to ensure all processes and procedures are followed in administering all THECB grant and scholarship programs.
- Assist the Director with overseeing the reconciliation of all Title IV funding.
- Assist the Director regarding all aspects of applying and processing all scholarships.
- Assist with processing student Pell grant, student loans, VA, and other applications, as necessary.
- Assist with importing/exporting student files through Ed Express/COD and ensuring approved funds are available.
- Be knowledgeable of the FSA Handbook and its content. Stay abreast of changes to the FSA Handbook, and ensure TVCC is compliant with all changes.
- Assist the Director to ensure TVCC is compliant with all regulatory and administrative requirements for the Title IV federal student aid programs as described in the FSA Handbook.
- Provide financial aid information to students and parents.
- Assist students with preparation of and/or corrections to their financial aid forms.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 09/19/18

JD243A