Saint Michael's College
Job Description

Job Title: Assistant Director of Student Financial Services

Department: Student Financial Services

Supervisor or Manager: Associate Director of Student Financial Services

Date Created: 2/28/05 Last Revised: 2/28/05 FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• The administration, review and awarding of financial aid is handled for all undergraduate and graduate applicants
• Financial aid guidance is provided to students, parents, and agencies
• Audits and federal reporting are completed in an accurate and timely manner
• Federal Aid Program, FCWSP, FSEOG, FPELL, and the New ACG and SMART grants are administered
• Members of the office are assisted with work allocation, training, and problem resolution
• Policies and procedures are developed and implemented, which are consistent with those of the College to ensure efficient operation of the office
• Administrative software is current and office staff is trained and made aware of changes within the software
• Information is maintained within the database, including the importation of data as needed
• The need for new software is evaluated regularly and projects are implemented when decisions to purchase are made
• The College is represented at various community and business meetings

Essential Duties and Responsibilities:
• Reviews undergraduate and graduate financial aid application materials and awards appropriate aid
• Assists with the completion of federal and institutional reports/surveys
• Provides guidance to students and parents around all aspects of financing college and the financial aid process
• Supports and directs the office staff regarding policies and procedures
• Troubleshoots administrative software issues
• Participates in training sessions and reads to stay current on federal regulations and guidelines
• Attends meetings to stay current on administrative software and related issues on campus
• Performs electronic communications from the College to the federal government
• Balances various federal funds to maintain accurate record keeping
• Acts in the absence of the Associate Director to fulfill some functions of that position
• Maintains a positive and cooperative working relationship with members of the office and the campus community
• Performs other miscellaneous job-related duties as assigned

Secondary Responsibilities:
• Occasionally travels to attend meetings for professional development

Positions Supervised:
Assists with the supervision of:
• Administrative Assistant
• Financial Aid Counselor
• Work-study students (2)
Major Contacts:
- Administrative Assistant
- Financial Aid Counselor
- Students
- Parents
- Bursar
- Student Accounts
- Lenders
- Vermont Higher Education Agencies
- Various other personnel on campus

Demonstrates Excellence:
- Knows all current federal regulations and remains abreast of any new and changed regulations
- Understands current practices in Enrollment and Marketing as well as the College’s goals and objectives as they pertain to this area
- Maintains a high level of proficiency in Datatel’s Colleague software as well as Excel, Word, and other computer software
- Changes pace quickly and learns new information, regulations and software as needed
- Interacts in a positive fashion regularly with contacts on and off campus
- Gathers accurate and detailed information from a variety of sources and communicates this information proactively in a written and verbal form
- Is well organized, self-motivated, and a problem solver who can think outside and around established parameters

Education and Work Experience:
- Bachelor’s degree or equivalent combination of education and experience
- 3-5 years progressive experience in the field

Analytic Skills:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills:
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills:

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Licenses, Certifications and Other Requirements:
- None required
Physical Demands:
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Assistant Director of Student Financial Services, the employee is occasionally required to lift and/or move 10-25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Ability to do some occasional travel as needed

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.