## Essential Functions of the Job
The position serves as the Associate Director of Student Financial Aid and reports to the Director of Student Financial Aid. Responsible for coordinating the technical services and related functions for the Financial Aid office, to include, interactions with technicians supporting PeopleSoft and the Information Technology areas. In addition, the Associate Director will facilitate the technical services related to COD, CPS, GAPS, NSLDS, FAA, Title IV WAN, and other related Federal and State automated functions and databases. The Associate Director will assist the Director in developing and updating the department’s strategic planning and budgeting process. Further, this position will assist the Director in developing and implementing the area's policies and procedures, represents the Director in his/her absence and at meetings and other University functions.

### Other Specific Duties and Responsibilities
The Associate Director will collaborate with the internal and external offices to ensure that the Financial Aid flow is appropriately supported by automation, to facilitate the University’s receipt of ISIR’s, processing of Financial Aid, distribution of award letters, transmissions of origination and disbursement data to the US DOE, and assuring the timely reconciliation of Federal and State financial assistance.

### General Responsibilities
Assist the Director in the operations and implementation of the Financial Aid office, and other duties and responsibilities as assigned.
Position #

17. **POLICY MAKING INTERPRATION:** What statutes establishes or defines the work performed? The Higher Education Act along with various Florida statutes defines the regulations which govern the work performed.

18. **SUPERVISOR’S POSITION:** Number: 17346  
   Class Code: 9428  
   Class Title: **Director, Student Financial Aid**

19. **SUBORDINATE UNITS:** (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.)
   
   17442, Assistant Director, Student Financial Aid
   18769, Assistant Director, Student Financial Aid

20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

   Monitors fund expenditures to prevent over-awards and non-compliance with state and federal regulations. Failure to perform this function results in institutional liabilities and possible loss of program participations.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.)

   Responsible for the maintenance of student file documents and the confidentiality of the information contained in the files as required by FERPA law.

22. **KNOWLEDGE/SKILLS/ABILITIES:** The Associate Director of Financial Aid must possess advanced knowledge of the Federal Title IV Student Assistance programs, the State of Florida Grants, Scholarships, and Trust funds, and the overall operations of a Student Financial Aid office. Additionally, the individual must have a Master’s degree and proven administrative experience in a senior level or University Financial Aid. Further, the individual must be familiar with and proficient in accessing, navigating, researching and updating student records on several Federal (and federally related) websites and portals. This individual must be an efficient planner and have proven supervisory skills and experience.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:** Please review statements below check all that apply.

   __This position requires a background check and/or fingerprinting., Florida Statues.
   __This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.
   __This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   __This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. **SIGNATURES:**  
   Incumbent:_________________________  
   Date: _____________

   Reviewing Officer:_________________________  
   Date: _____________

   Director of Personnel:_________________________  
   Date: _____________