

# Southeastern Illinois College

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## Assistant Director of Financial Aid

(Full-time position)

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DIVISION: Student Affairs  
LOCATION: Main campus  
REPORTS: Director of Financial Aid  
BOARD APPROVED: January 15, 2019

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**POSITION SUMMARY:** The Assistant Director of Financial Aid will be responsible for assisting the Director in the day-to-day operations of the Financial Aid Office.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Represent the Director in his/her absence if necessary.
2. Assist in coordinating the institution's scholarship process including awarding of scholarships and posting of scholarships.
3. Advise students in the processing of financial aid applications.
4. Assist with the processes of Professional Judgments such as Special Circumstances and Dependency Overrides.
5. Coordinate data entry as it relates to Financial Aid.
6. Assist in the coordination of the administration of all financial assistance programs:
  - a. Federal Pell Grant
  - b. Illinois Monetary Award Program
  - c. Federal Work Study
  - d. Local Work Study
  - e. Federal Supplemental Educational Opportunity Grant
  - f. WIA and other miscellaneous programs.
7. Make financial aid presentations to students, parents and other interested groups.
8. Maintain close communication with the business office for the purpose of student account maintenance.
9. Maintain communication with students proactively regarding their aid status, aid changes, and needed documentation.
10. Maintain up-to date-knowledge of financial aid policies and procedures, regulations and laws.
11. Perform other duties as assigned by the Director of Financial Aid.

### **SUPERVISORY RESPONSIBILITIES:**

In the absence of the Director, the Assistant Director will manage the day-to-day work of non-supervisory employees in the area of Financial Aid. Supervisory responsibilities also extend to the student workers staffing the Financial Aid Office.

### **EDUCATION:**

Bachelor's degree in business, education or related field is required. Financial Aid experience is required. Experience in a community college or technical college is preferred.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TECHNICAL SKILLS:**

Must have good computer skills, including the ability to work with application software in the preparation of reports and presentations. In addition, experience with the internet and e-mail is desired.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students, regulatory agencies, or members of the community. Ability to effectively present information to the college administration and community groups.

**MATH SKILLS:**

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions and decimals.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER REQUIREMENTS:**

Occasional evening hours required. The employee must be willing to travel to occasional overnight training seminar/workshops.