

Job Description

Job Title:	Assistant Director – Scholarship Programs	Grade:	K
Department:	Financial Aid/Veterans Affairs	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Administers, manages, reconciles and reports the CPCC Foundation's institutional scholarships, other internal scholarships, as well as, external private and state scholarships.

Characteristic Duties and Responsibilities:

1. Advises students, faculty and staff of scholarship opportunities; assists the CPCC Foundation in maintaining records for all scholarship opportunities; assists the Sponsored Programs office in maintaining accurate account balances and resolving problems through research and implementation of solutions; counsels students and awards scholarships to eligible students; coordinates processes to ensure completion and all requirements are met; instructs and trains appropriate staff at all campuses regarding scholarship processes and requirements.
2. Interprets, implements and ensures the college is in compliance with state and federal agencies by maintaining thorough knowledge of federal and state financial aid rules and regulations.
3. Establishes awarding criteria and packaging setup in Colleague in accordance to the CPCC Foundation's criteria.
4. Assists the Director in the yearly setup of scholarships in auto packager.
5. Forecasts, administers and enters student budgets; analyzes costs, prepares budget input, and monitors dollar amounts of scholarship awards, expenditures and reimbursements per budget provisions and guidelines.
6. Advertises internal and external scholarships by creating brochures and publications for the scholarship programs.
7. Provides recommendations on hiring, performance review, training and termination decisions. Supervises daily work of assigned staff; prepares updates and implements policies and procedures.
8. Assists the Director in gathering of data and reporting for the FISAP and other mandatory reports; submits awarding reports and requests for funds to the appropriate agencies.
9. Monitors student over-awards, academic progress and other financial aid policies to ensure student eligibility.
10. Counsels and advises students concerning financial aid/scholarship opportunities, application processes, financial management strategies and other financial aid/scholarship criteria to ensure eligibility.
11. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director of Financial Aid/Veterans Affairs.

Direction Given: Direct supervision and evaluation of work as a first-line supervisor of assigned staff.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

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Minimum Requirements:

Bachelor's degree in Education, Finance, Business Administration or Accounting from an accredited institution; two years of financial aid or veterans affairs experience; broad skills in financial aid methodology, financial aid software and federal regulations governing the student financial programs

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of federal financial aid/veteran aid programs and policies

Knowledge of computer and financial aid related software applications

Supervisory and leadership skills

Ability to communicate effectively and make presentations to small groups

Basic math skills

Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; frequently traveling between buildings on campus and may travel to other campuses; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone; frequently interact in person or on the phone with prospective and current students and parents; infrequently twisting or bending at the waist or reaching overhead