

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Director of Financial Aid

BOT Date: July 21,1999

Level: ADM07

FLSA Status: Exempt

Class Code: A0707

Adm. Rev:

GENERAL DESCRIPTION

Administers all Federal, State and Institutional Financial Aid programs at the College. Directs the operation and administration of the District-wide Financial Aid Offices. Manages and supervises the processing of financial aid applications each year. Provides leadership and coordination to external agencies and the Hillsborough School District to facilitate financial aid efforts for students.

KEY RESPONSIBILITIES

% OF TIME

1.	Administers and coordinates the College's financial aid program, including Federal, State and Institutional financial aid.	40%
2.	Directs, assigns staff duties, recommends staffing and coordinates training of all Financial Aid Office personnel.	20%
3.	Prepares and submits appropriate internal and external reports.	5%
4.	Interprets and analyzes Federal and State regulations.	5%
5.	Develops internal procedures and analyzes future departmental needs based on current and proposed Federal and State regulations.	5%
6.	Develops and coordinates policies, procedures, and reports with other College offices.	5%
7.	Evaluates and identifies computer hardware and software needs and obtains necessary office equipment to ensure efficient financial aid operations.	5%
8.	Identifies computer programming needs and implements quality control efforts.	5%
9.	Develops and updates manuals, applications and forms used in the Financial Aid Office.	5%
10.	Serves on College-wide committees.	5%
11.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

<i>Education:</i>	Master's Degree or more required.
<i>Experience:</i>	Five to seven years prior related work experience required.
<i>Planning:</i>	Formal plans that exceed one year, but not three years beyond normal operational planning. Scope of planning is college-wide.
<i>Impact of Actions:</i>	<i>Operating Budget Responsibilities:</i> Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action. May have a major impact on revenue.
<i>Impact of Decisions:</i>	Major responsibility for making decisions and final recommendations, which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.
<i>Complexity:</i>	Work is broad in scope covering virtually the entire College's operations. Policy, procedure, and precedent are created and/or approved by this position. Problem solving requires understanding and evaluation of the impact on HCC.
<i>Decision Making:</i>	Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with College-wide policies.
<i>Problem Solving:</i>	Problem solving requires choice of courses of action, which are limited by broad College policy and requires understanding and evaluation of impact upon the College. The problems may involve exceptionally technical difficulty requiring consultation with outside experts. Policy, procedures, and precedent are created and/or approved by this position. Solutions affect College policy or the operations of campuses.
<i>Communications with Others:</i>	Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or difficult negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules, and regulations.
<i>Supervision of Others:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results of those departments. Nature of work supervised requires extensive training and experience, the ability to integrate diverse schools/centers of HCC and provide overall leadership for the institution.
<i>Job-Related Knowledge:</i>	Requires extensive knowledge in several professional disciplines and is able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of the College. May act in a consultative capacity using broadly recognized expertise.
<i>Innovation/Creativity:</i>	Work constantly requires the development/enhancement of innovative and complex methods, procedures, products, or systems. Results generally affect the College as a whole. May impact the overall competitive position of the College.
<i>Working Conditions/Physical Effort:</i>	Work typically is performed in an office, library, or computer room, or similar facility and typically involves sitting at a desk or table.

