

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i>	Financial Aid Manager	<i>BOT Date:</i>	Oct 1, 1996
<i>Level:</i>	F	<i>FLSA Status:</i>	Exempt
		<i>Class Code:</i>	E0625
		<i>Adm. Rev:</i>	

### GENERAL DESCRIPTION

Assists the Financial Aid Director in managing and supervising the daily operations of the Financial Aid Office. Assists in the development, implementations, and maintenance of Federal financial aid programs. Monitors program compliance with all funding sources in accordance with Federal, State and Institutional rules and regulations.

	KEY RESPONSIBILITES	% OF TIME
1.*	Assists Financial Aid Director in managing and supervising the day-to-day operations of the Financial Aid Office.	30%
2.*	Coordinates financial aid program activities and monitors program compliance with federal, state and institutional rules and regulations.	20%
3.*	May serve as a resource and/or liaison to the Computer Center or Financial Services office to coordinate various program activities.	10%
4.	Assists in the development, implementation and maintenance of the quality assurance program for all Title IV, State of Florida, and institutional financial aid programs.	15%
5.	Recommends changes to increase efficiency, effectiveness and accuracy of the Financial Aid Office operations.	5%
6.*	Analyzes data and generates federal and state reports.	5%
7.	Serves on college committees.	15%
8.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

Position Title: Mgr, Financial Aid	Class Code: E0625	Position Level: F
<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	3 to 5 years.	
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Analytic: Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.	
<i>Level of Supervisory Responsibility:</i>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	