

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Financial Aid	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Financial Aid	<b>REPORTS TO:</b>	Vice President of Fiscal Services
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**Position summary:** Under indirect supervision, this position is responsible for the total program of student financial aid procurement. This position reports directly to the Vice President of Fiscal Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's financial aid services.

**Position responsibilities:**

- Supervise the Financial Aid department staff.
- Plan, develop, and administer financial aid organizations and policies.
- Receive and review applications from students desiring to participate in the federal, state, and College financial aid programs.
- Make decisions concerning applicants' needs for financial assistance.
- Maintain appropriate records for financial aid awards.
- Receive and answer all inquiries concerning financial assistance.
- Prepare and disseminate information to area high schools publicizing financial assistance programs.
- Prepare the required applications and reports for institutional participation in various state and federally sponsored student financial assistance programs.
- Serve as principal adviser to all administrators, faculty and students regarding the financial assistance program.
- Assist in the coordination of the selection, awarding, and administering of scholarships in cooperation with the Director of Institutional Advancement.
- Coordinate the awarding, and administering of Presidential, Dean's and Panola scholarships.
- Direct preparation of the Financial Aid department annual budget and other reports and documents as needed.
- Provide innovation and vision for the College.
- Collaborate with the College to develop and implement a long-range plan and strategy for financial aid.
- Coordinate the development of policies, procedures and standards and make recommendations to appropriate committees and/or administrators.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Work with service area school districts and charter schools for FAFSA information nights.
- Maintain positive relationships with counselors/personnel in area school districts and charter schools.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree with at least 3 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Knowledge of scholarship and financial aid functions within the institution.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.