



Job Description

Job Title: Exec. District Dir., Financial Aid & Scholarship Programs JTC: ALH

Salary Range: E08

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Primarily responsible for district-wide leadership, coordination and administration of federal, state and local financial aid programs including the formulation of policy and procedural recommendations. Responsible for providing leadership for the administration and coordination of efforts among the colleges associated with the Rising Star Program. Interprets and communicates policies and procedures of the DCCCD as well as state and federal regulations that relate to the scholarship programs of the District. Serve as a liaison for state and federal agencies and the DCCCD Foundation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Proven experience in college financial aid or other finance-related or data management experience, particularly in an educational environment. Comprehensive knowledge of federal and state financial aid regulations that will facilitate the management of the campus financial aid program and the processing and certification of Federal Direct Loans and Title IV student loans.

Effective analytical problem-solving skills with attention to detail and the ability to prioritize projects or assignment. Strong time management and organizational skills in a dynamic, constantly changing environment. Knowledge and experience with federal needs analysis and verification requirements including the review and interpretation of verification forms and documentation.

Maintains liaison with Federal, state, county and other agencies to answer questions, provide data, interpret and apply changes in rules and regulations concerning financial aid. The ability to provide advising and counseling related to educational financing and debt management. Must successfully protect confidential information and assist with the development of procedures to enforce financial aid.

Ability to work effectively, exhibit a professional manner and establish constructive working relationships. Demonstrated commitment to promoting diversity in a multi-cultural environment. The ability to maintain accurate and complete student records as required by law, policies and administrative regulations.

Excellent analytical skills and the ability to interpret complex data. Proven experience working with accounting and financial aid information systems to access data, maintain records, generate reports and communicate award information to students. Skilled in working effectively in a team environment with a customer service focus. Decision making and interpersonal relations and in dealing with the public.

Proven verbal and written communication skills and experience to interact effectively with broad variety of individuals from diverse backgrounds including but not limited to staff, students, prospective students, external funding agencies, auditors, etc. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree in related field or higher plus four years of managerial experience in student financial aid. Must have a valid driver's license to enable travel within the college and service locations. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides interpretation, oversight and guidance in monitoring student financial aid to ensure compliance with internal and external regulations related to federal, state and local funding of student financial aid. Provides regulatory oversight to college student services officers and vice presidents, to ensure compliance with Federal HEA regulations, THECB rules and DCCCD Board guidelines. Provides expertise in the regulatory issues to better serve the colleges and District.

Serves as the chief financial aid compliance officer for the District. Serves as primary district liaison to two district councils, Financial Aid and Rising Star Advisors Council and serves as the official communications link between these councils and the USDE, THECB, and, in the case of Rising Star and district scholarship programs, the DCCCD Foundation, in order to better serve the colleges.

Reviews and recommends policies and procedures in adherence with federal and state law, through the appropriate decision ranking channels. Responsible for the development and maintenance of the financial aid procedures manual. Works closely with college and district administrative units to provide overall coordination of the district's Rising Star initiatives and projects.

Assists the DCCCD Foundation efforts to fund the Rising Star and other foundation scholarship programs with data collection, tracking, analysis, and reporting. Administers the process of application for and dissemination of financial aid rewards and services. Coordinates and administers District training on federal, state and institutional financial aid regulations.

Serves as content expert and coordinates training for financial aid information systems. Supervises the preparation of all consolidated external financial aid reports for the District and is responsible for the integrity of the District financial aid database. Serves as the District contact person for various federal, state and private agencies on financial aid policies, procedures and reporting matters.

Affects the formulation of state and national financial aid policy by serving on boards, task forces, advisory committees, and in leadership positions of professional associations throughout the state, region, and nation. Coordinates and monitors the dissemination of information regarding each college's allocation for federal campus-based programs and institutional financial aid in an effort to maximize the District's utilization.

Responsible for monitoring and coordinating official records for retention purposes. Responsible for directing the systems development and enhancements related to the financial aid system and related interfaces for the student accounting information systems. Selects, trains, and evaluates staff.



Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.