Associate Director of Financial Aid

Definition of Class
This is a supervisory position in which the incumbent performs duties associated with the administration of the day-to-day operations for the Office of Financial Aid. Incumbent provides leadership to staff with particular emphasis on self-help aid, advising functions, and frequently makes decisions by exercising discretion and independent judgment. Reports to the Director.

Examples of Work Performed
Prepares schedules for supervised individuals ensuring that through the proper delegation of responsibilities, customers are served, and administrative duties are completed.

Works with the Director in developing long range plans and operational practices. Ensures the execution of the overall operational plan and objectives.

Evaluates staff performance.

Provides leadership and supervision to professional and support staff.

Coordinates the development of departmental forms and information brochures.

Troubleshoots difficult cases referred by advisors.

Plans financial aid workshops and seminars.

Establishes policies regarding complex financial aid cases and questions.

Coordinates the awarding of financial aid for fall, spring, and summer academic terms. Manages the award notification process.

Coordinates loan origination, process, and distribution. Acts as liaison between University and lending community. Develops comprehensive policies, procedures, and system for loan delivery and regulatory compliance.

Develops and implements strategies for developing work study opportunities for students. Coordinates the awarding of Federal Work Study. Coordinates the Family Literacy program.

Acts as liaison between Financial Aid Office and departments on campus.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Serves as Chief Operating Officer and member of management team.
4. Develops and implements Default Aversion strategies.

5. Serves as Director in their absence.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited college or university.

  AND

- **Experience:** Four (4) years of experience related to the above described duties.

  **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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