



**Mississippi  
College**  
A CHRISTIAN UNIVERSITY

## Enrollment Services *Office of Financial Aid*

**Title:** Assistant Financial Aid Director

**Department:** Financial Aid

### **Position Summary**

The Assistant Financial Aid Director will be responsible for assisting the Financial Aid Director in the administration of the financial aid programs and will act as the Director in her absence.

### **Essential Functions**

- Keep abreast of current federal and state regulations governing financial aid programs.
- Offer support and serve as a resource to the office staff and throughout the campus.
- Coordinate the testing of new software upgrades with the computer center.
- Informing and training the office staff about the automated system.
- Ensure students receive their maximum eligibility for the financial aid programs available to them. This will require working closely with the Bursars' Office.
- Responsible for compliance as well as processing and reconciling Pell payment records.
- Keep abreast of Title IV regulations governing the federal financial aid program.
- Monitor all regulations pertaining to the federal and state financial aid programs as well as ensuring the institution is in compliance with the regulations.
- Work with the Department of Education to have new Certificate programs approved for Title IV aid and ensure regulations are in compliance with prior-prior year processing.
- Review withdrawals/drops of all programs to see if adjustments need to be made.
- Establish financial aid literacy programs and coordinate financial aid presentations for surrounding schools.
- Manage the TEACH Grant.
- Meet with students and parents to discuss the financial aid options available for them.
- Responsible for verifying those students picked for verification.
- Manage and update the Financial Aid website.
- Responsible for completing professional judgements for students.
- Manage the Pell grant.
- Work with the Third Party servicer for institutional loans.
- Adjust aid for the Accelerated Degree Student.
- Monitors all F's list at the end of each semester to determine how much federal aid is needed to be returned for the student that received all F's.

### **Education and/or Experience:**

- Bachelor's Degree
- Previous financial aid experience
- Experience with the Banner software
- Good customer service

Periodically will be required to move objects that weigh up to 25 pounds and expected to use caution when moving objects and ask for assistance when you are unsure of the weight.

**Reports to:** Financial Aid Director

**FLSA Status:** Exempt