



## **JOB DESCRIPTION**

### **Job Title: Associate Vice President, Financial Assistance Services**

**Department: Financial Assistance Services**

**Pay Grade: 122**

**FLSA Status: Exempt**

**Remote Work Eligible: Yes**

#### **JOB SUMMARY**

The Associate Vice President for Financial Assistance Services is responsible for the leadership of Financial Assistance and Scholarships. The Associate Vice President will contribute to the fulfillment of the College's enrollment management and to the fiscal and learning goals of the College; and will work closely with senior administrators, deans, faculty, staff and community partners to develop, coordinate and evaluate collegewide plans to promote financial aid, scholarships and veteran services and postsecondary learning opportunities at St. Petersburg College.

#### **DISTINGUISHING CHARACTERISTICS**

Eligible to work remotely.

#### **ESSENTIAL JOB FUNCTIONS**

- Supervises Financial Assistance Services to ensure that Financial Assistance and Scholarships effectively are well managed and focus on student learning outcomes;
- Interprets and implements Federal and State laws regarding student assistance and veterans' educational benefits;
- Coordinates internal and external audits and resolves audit findings;
- Conducts periodic quality control reviews of college Financial Assistance and Scholarship programs;
- Supervises the delivery of federal and state financial aid programs to students;
- Leads the continuous improvement and integration of financial assistance delivery requirements into the student enrollment process;
- Supervises the development of Financial Assistance, Scholarships publications, documents and web pages;
- Coordinates the evaluation and review of college-wide policies and procedures related Financial Assistance and Scholarships;
- Maintains office procedures for timely and effective application processing, packaging, verification and online award notification;
- Maintains careful departmental record-keeping and provide data and reports to internal and external parties as needed;
- Maintains a close working relationship with the Business Services area to ensure

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- conformity with federal agency cash advance standards;
- Directs the development, implementation, and evaluation of institutional grants to improve student outcomes;
- Responsible for the administration of all college internal and external scholarships for students;
- Provides data required by federal and state agencies, including but not limited to preparation for annual institutional audit of financial aid records; completes the annual FISAP; performs required report for Pell recipients; completes the Application for Approval to Participate in Federal Student Financial Aid Programs; and provides financial aid data for IPEDS;
- Serves as the primary certifying official of the college;
- Serves as the liaison with the AIS Department for hardware and software issues pertaining to the Financial Assistance and Scholarships
- Implements all upgrades for Financial Assistance Modules in PeopleSoft.
- Provides technical expertise and represents student financial interests to internal constituents (administration, faculty, staff, committees, etc.);
- Convenes meetings of the college-wide Financial Assistance Appeals Committee as needed and serves as a committee member.
- Performs all other related duties as assigned

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in business administration or in a related field to assigned area. Seven (7) years' experience in college financial aid administration, including training in counseling and related areas. Prior experience as a Director of Financial Aid is essential.

*\*An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Managing a financial assistance program in a large, complex environment along with the knowledge of automated student financial aid systems.
- Leadership principles;
- Academic program development and evaluation;
- Public relations principles;
- Budgeting principles;
- Community agencies and resources;
- Strategic planning principles;
- Financial management principles;
- Project management principles;
- Administration principles and practices at a University-wide level;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and/or statutes.
- Higher education institutional operations, structures, policies, and practices;

#### Skills in:

- Providing leadership to assigned staff;
- Setting goals;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Communicating, both verbally and in writing;

- Developing and administering budgets;
- Planning, analyzing and evaluating programs and services, operational needs, and fiscal constraints
- Using a computer and related software applications; and
- Monitoring and evaluating employees

Ability to:

- Delegate and prioritize work;
- Develop and implement strategies;
- Interpret and apply applicable laws, rules, and regulations;
- Implement College-wide components and activities; and
- Work in partnership with internal and external stakeholders.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

None

**PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>

Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<input checked="" type="checkbox"/>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<input checked="" type="checkbox"/>

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

***St. Petersburg College has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

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Date