



JOB INFORMATION

Job Code	KB01
Job Description Title	Exec Dir, Student Financial Svs
Pay Grade	FO15
Range Minimum	\$104,010
33rd %	\$135,210
Range Midpoint	\$150,810
67th %	\$166,410
Range Maximum	\$197,610
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/31/2019

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Student Financial Services

JOB SUMMARY

Directs the activities of the Office of Student Financial Services by which students, parents, University departments, donors, and other constituents conduct their financial affairs.

RESPONSIBILITIES

- Directs all student financial services areas.
- Advises senior administration and presents data to Board of Trustees concerning tuition matters.
- Coordinates the functions and operations of financial aid, billing, cashiering, collections, and student loan administration.
- Directs the billing and accounting for student charges.
- Develops, implements, and provides continuous assessment of future plans, objectives, goals, and the annual budget for the Office of Student Financial Services.
- Coordinates the disbursements of student aid and ensures compliance with the administration of the Title IV Loan program.
- Handles all student, parent, administrator concerns, complaints, and issues related to functions and services of the Office of Student Financial Services.
- Represents the Office of Student Financial Services at university, state, and regional meetings and alumni events.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business, Management, Finance, Accounting, or related field	and	7 years of	Experience in coordinating and/or managing financial aid planning and counseling services for students and parents	

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting and budget principles, practices, and the analysis of financial data.
 Knowledge of federal and state regulations regarding awarding of and distribution of financial aid.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.