

JobCode:.....100207HA  
Position.#:(PSA)...(E)  
Developed by:..SG, CJ  
Reviewed by:.....DLJ  
Approved by:.....  
Date:03/11,04/17,06/18

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Assistant Director, Enrollment Services (Financial Aid)  
**DIVISION:** Academic Affairs (Enrollment Services)  
**REPORTS TO:** Senior Associate Director, Enrollment Services Financial Aid  
**GRADE:** 12  
**SUPERVISES:** Enrollment Services Officers, Enrollment Services  
Representatives, graduate assistants, and undergraduate  
students.

**BASIC FUNCTION:**

Assist in the management of the day-to-day operations of Enrollment Services. Carry out a full range of financial aid related Enrollment Services activities. Manage all aspects of designated financial aid programs. Advise and counsel students/families on Enrollment Services matters as well as the availability of financial aid, the delivery process for receiving it, and the reconciliation process required to insure that financial aid funds are transferred to student accounts. Perform file review, verification, and awarding for undergraduate and graduate student populations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for analysis, review, and processing of financial aid applications (FAFSA). Perform verification procedures, award financial aid, and process appeals in accordance with Federal and institutional requirements.

Keep abreast of all financial aid related federal, state, and University policies, procedures, and regulations and implement as required.

Manage all functions related to the financial aid administration of designated programs, including, but not limited to, awarding, disbursement, and reconciliation.

Maintain federal, state, and university compliance with all applicable policies, procedures and regulations for all designated program responsibilities. Make recommendations as necessary to maintain compliance with relevant regulatory changes. Work with the ES technical team to develop systems and queries as necessary to meet compliance objectives

Develop timely and accurate reports and queries as required.

Participate in the collection of data and reporting for the A-133 audits and FISAP report.

Work with the Enrollment Services management team to establish and maintain excellence in customer service.

Continuously evaluate and assess designated financial aid program functions for process improvement. Make recommendations as appropriate.

Work closely with ES management team to review and enhance all forms of communications to students, parents, and constituents.

Prepare and deliver oral presentations and training sessions as required.

**OTHER DUTIES AND RESPONSIBILITIES:**

Represent Enrollment Services at University functions, such as Open House programs, Freshman/Parent Orientation, Welcome Days, and other University meetings and events.

Develop and maintain a liaison with University, State, and Federal agencies and departments which interface with Enrollment Services' activities. Resolve related problems as they arise.

Serve as a member of the Enrollment Services' Management Team.

Work evenings and weekends as required.

Perform additional duties as required.

**LICENCES, TOOLS AND EQUIPMENT:**

Personal computers, printers, Microsoft Office suite, and enterprise system software (ex. PeopleSoft).

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of four years of professional experience in a financial aid operation in a higher education setting; Demonstrated experience using a university-wide enterprise system, (such as PeopleSoft, Banner, etc.) in the area of financial aid at an institution of higher education; Demonstrated ability to understand, interpret and adhere to federal financial aid regulations, policies, procedures, rules, and standards; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication; Demonstrated ability to work collaboratively; Demonstrated supervisory experience; Demonstrated ability to prepare and deliver oral presentations; Demonstrated ability to work with minimal supervision; and, Demonstrated ability to work with diverse groups.

**PREFERRED:** Master's degree; Demonstrated experience with PeopleSoft financial aid systems; Demonstrated ability to create basic queries and reports within an enterprise system; Demonstrated experience with the administration of Federal College Work Study, student employment, and/or the financial aid administration of student athletic scholarships in a higher education environment; and, Demonstrated Bilingual ability.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**