

Job Code:..... 101546
Position #: (NUNC) (E)
Developed by:.....SG; CJ
Reviewed by:..... LK; DLJ
Approved by:..... LK
Date:.....04/04; 03/21/22

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Senior Associate Director of Enrollment Services and Director of Financial Aid
DIVISION: Academic Affairs (Enrollment Services)
REPORTS TO: Director of Enrollment Services
GRADE: 16
SUPERVISES: Professional, administrative, and technical support staff

BASIC FUNCTION:

Responsible for the administration and management of the University's financial aid office and system. Administer federal, state, institutional, and private programs of student financial assistance in the area of loans, grants, student employment and scholarships. Optimize the use of available financial resources and technology to support student enrollment and success. Participate in the coordination of functions and processes within Enrollment Services in a collaborative and service-oriented way and recommend short- and long-range plans for the integration and delivery of services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide day-to-day leadership, management, organization, and coordination of the student financial assistance and employment processes. Manage the financial aid team with a focus on customer service, equity, diversity and inclusion, collaboration, and training and development.

Coordinate the programs and policies of the student financial services provided by the Office in collaboration with other departments, institutions, and agencies. Supervise and participate in the preparation of statistical reports and evaluations of programs and services. Oversee the preparation of applications for fiscal reports on federal, state, University, and private student assistance.

Collaborate with key stakeholders including, but not limited to Undergraduate Admission, the Graduate School, Talent Development, the Office of the Provost, and the Controller's Office.

Remain current on student financial aid national policies, legislation, and trends, and provide information and training to Enrollment Services and the University community as needed.

Serve as a member of the Enrollment Management Team and collaborate with the community on student recruitment and student success strategies and goals.

Ensure the separation of disbursement and financial aid awarding activities to ensure fiscal integrity.

Establish policies and procedures pertaining to the eligibility determination, awarding, authorization, disbursement, and record maintenance of student financial assistance.

Oversee the student financial aid record keeping processes of the University.

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Participate with the Director of Enrollment Services and Enrollment Management Team to provide management, delivery, and oversight of enrollment services as a collaborative unit.

Develop and implement new techniques and procedures designed to improve the efficiency and effectiveness of the office.

Develop and maintain collaborative relationships with academic and administrative offices, and outside agencies.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum of eight years of supervisory experience in a Financial Aid office; Demonstrated technical and system experience awarding and managing financial aid; Demonstrated experience and dedication to integrating issues of cultural diversity, equity, and inclusion in your work; Demonstrated ability to work collaboratively across divisions to foster student recruitment and success; Demonstrated experience with financial aid reporting and audits; Demonstrated knowledge of and involvement in national organizations, trends, and initiatives concerning financial aid; Demonstrated computer software experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of eight years of supervisory experience in a Financial Aid office in a research university; and, Demonstrated experience with PeopleSoft.

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