



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Assistant Director Financial Aid
<b>POSITION NO.</b>	502642
<b>LOCATION</b>	Providence Campus
<b>REPORTS TO</b>	Associate Director of Financial Aid Services
<b>GRADE</b>	PSA 12
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	May supervise clerical staff and/or student aides
<b>LIMITATION (if applicable)</b>	N/A
<b>REVISION DATE</b>	September 2024

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**JOB SUMMARY:**

Administer all aspects of the Alternative FAFSA processing for undocumented student population. Provide financial aid counseling to a diverse student population of students and parents. Oversee Financial Aid activities at an assigned campus as well as for a caseload of students.

**DUTIES AND RESPONSIBILITIES:**

- Review and verify financial aid applications to determine the extent of financial need and make awards of financial support within the limits set by established policies, rules and regulations; audit and adjust awards on a continuous basis; revise estimates of need as student and/or parents report changes in their financial circumstances
- Manage a caseload of undocumented students, including outreach. Assist students/parents with Alternative FAFSA application, gathering paperwork, and file completion. Verify file and determine financial aid award.
- Plan, organize and coordinate completion events for undocumented student and their families both on and off-campus.
- Collaborate with various campus departments to improve outcomes related to enrollment, retention, and graduation of undocumented students.
- Provide information and support for other staff members within our department with questions about undocumented students eligibility.
- Serve as a point of contact for guidance counselors at CCRI to assist our undocumented population.
- Provide bilingual services in Spanish to provide current and timely information to undocumented students, their families and allies.
- Conduct personal interviews with students and their parents regarding financial aid.
- Determine student eligibility for the Federal Stafford Loan, Federal Parent plus Loan and Federal Unsubsidized Stafford Loans.
- Determine and process scholarships and grants such as Federal Pell Grants, Federal Supplemental Educational Opportunity Grants and Rhode
- Monitor CCRI aid expenditures and aid recipients' reasonable Academic Progress according to Community College Academic Eligibility Policy and Federal Guidelines.
- Write and design Student Financial Aid publications, manuals and forms.
- Participate in the formulation of student aid policies, procedures and operations.
- Attend off-campus workshops and department meetings scheduled on a rotating campus basis.
- Serve as liaison with other College offices such as Enrollment Services, Bursar's Office,
- Controller's Office, and Access to Opportunity.
- Perform outreach duties; conduct Financial Aid workshops at high schools and Community College events.
- Perform other related duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree required, preferably with course work in counseling and business disciplines.
- At least 3 years of experience in financial aid required.
- Experience with on-line computer systems and personal computers required.
- Strong supervisory, organizational and interpersonal skills essential.
- Ability to understand and appreciate cultural diversity.
- Must be able to maintain the strictest confidentiality of information.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.