



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Dean of Student Financial Assistance and Scholarships
POSITION NO.	502427
LOCATION	Multiple
REPORTS TO	Vice President of Student Affairs
GRADE	BOE 17
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional and Support Staff
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

JOB SUMMARY:

The Dean of Student Financial Assistance and Scholarships is a dynamic leader within the Student Affairs division, and is responsible for and administers a complex and multifaceted student financial aid program consisting of grants, loans, scholarships, Rhode Island Promise and student employment opportunities. The Dean provides leadership in establishing and interpreting financial aid policies and maintains an environment of trust and respect. Other duties include but are not limited to policy and program development and evaluation; planning and budgeting; staff recruitment, development, supervision and evaluation; and collaboration with a variety of constituents.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences
- Continuously endeavor to provide prospective and current students access to postsecondary education while identifying and removing barriers that prevent initial and continued enrollment
- Partner with other college departments to develop and implement initiatives designed to close equity gaps in under-represented student populations

Position-Specific Knowledge:

- Maintain a thorough and current knowledge of all federal, state, institutional and other regulations, policies and guidelines. Interpret policy and inform financial aid team of changes resulting from new or current legislation
- Stay informed of best practices, emerging and innovative financial aid strategies in community colleges and higher education; recommend changes as appropriate
- Direct the development, review, evaluation, implementation and coordination of all policies related to student financial assistance, scholarships and student employment
- Prepare statistical reports and evaluate programs and services, prepare applications for and fiscal reports on federal, state, institutional and private student aid funds
- Oversee the review, verification, and timely awarding of student financial aid according to all federal, state and institutional regulations. Allocate financial aid resources and authorize the disbursement of funds; analyze, monitor and report on the distribution of funds
- Ensure proper and timely grant reporting and disseminate report to external and internal stakeholders
- Serve as point of contact for auditors, compile information as requested for their review

Management and leadership skills

- Recruit, train, supervise, support, evaluate and mentor direct reports and other financial aid team members
- Oversee the daily operations and functions of the Financial Aid Department across CCRI campuses
- Collaborate across departments and among Student Affairs offices to improve the College's ability to serve students with intention and excellence

Student service:

- Lead by example and work relentlessly in service of CCRI's students
- Maximize available student financial resources; including scholarship opportunities through the CCRI Foundation

Community engagement:

- Be active in relevant professional associations
- Participate in College committees as assigned

Technical Knowledge/Expertise:

- Ensure the efficient operation of the financial aid module of the Banner financial aid module and other technology products that relate to the delivery of financial aid
- Strive for the continuous improvement and efficiency of the financial aid process for students and other stakeholders

LICENSES, TOOLS, AND EQUIPMENT:**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree and a minimum of seven years of full-time experience in the administration of student financial aid services at an outcomes-driven postsecondary institution
- Financial aid experience must be progressively more responsible in nature and include supervisory elements administering aid in a multi-campus environment and/or a community college
- Expert knowledge of federal regulations governing student assistance and need analysis required; participation in on-site audits and program reviews, direct experience completing the FISAP and other state/federal reports; expert knowledge of the Banner Ellucian financial aid product

PREFERRED QUALIFICATIONS:

- Full-time experience at or above the Director level
- Demonstrated leadership in a collective bargaining environment
- Demonstrated ability to communicate effectively and diplomatically with others; demonstrated commitment to providing student-centered services in a college setting; effective problem solving ability
- Willingness to assume leadership in promoting good public relations by interfacing with College faculty, staff, students and other constituencies. Excellent student service skills
- Self-initiating individual possessing effective management, organizational, planning and interpersonal skills; knowledge of and experience with designing, implementing, and/or the refinement of student information systems

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