



## **JOB DESCRIPTION- DIRECTOR OF FINANCIAL AID**

### **General Description/Primary Purpose:**

The Financial Aid Director provides day-to-day direction, leadership, and training in all areas related to financial aid. The Financial Aid Director administers all financial aid programs to ensure compliance with federal and state regulations and maximizes services provided to students through the awarding, transmittal, and reconciliation of Title IV and institutional funds. This position reports to the Executive Director for Financial Aid and maintains office hours at least three days per week on the Tishomingo campus and two days per week in Ardmore.

**Classification:** Full-Time - Professional Staff

**Salary:** Director Salary Schedule, Commensurate with Qualifications & Experience

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC provides the best of both worlds: small-town life with access to big-city offerings.

### **Essential Job Duties:**

1. Maintain a positive proactive attitude and actions and be responsive to institutional needs
2. Respond to requests and inquiries efficiently and courteously and prepare required reports while dealing with all individuals in a tactful, courteous, and professional manner
3. Develop, training, cross-train and supervisor all staff in the Financial Aid Office
4. Maintain/coordinate staffing hours to coincide with peak periods
5. Administers all financial aid programs including packaging, awarding, transmittal, and reconciliation of all Title IV and institutional funds and scholarships
6. Maintains a thorough knowledge of federal, state, and institutional policies pertaining to student financial aid and scholarships and ensures institutional compliance

7. Perform routine audits and address any issues and findings
8. Develop financial aid policies and procedures and oversee their implementation
9. Supervises the student employment program
10. Work closely with Business Office and auditors preparing information for audit purposes
11. Aggressively seek and implement technological or other advances that serve to streamline processes and improve efficiency
12. Conduct financial aid workshops and provide entrance, exit, and financial literacy counseling
13. Maintain the college's Default Management Plan and provide oversight of default prevention activities
14. Monitor relevant annual operating budgets
15. Attend professional meetings and join organizations such as NASFAA to keep current with financial aid regulations, state regulations, and PowerFaids
16. Participate in community service activities and programs
17. Answer telephone, handle questions and inquiries, provide back-up to other areas as needed
18. Evaluate all personnel responsible to the position
19. Adhere to all institution policies and procedures and all federal and state regulations and statutes
20. Serve on campus committees as appointed
21. Perform all job functions in a timely manner
22. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
23. Accept other responsibilities and duties as assigned

**Required Knowledge, Skills, and Abilities:**

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Ability to provide leadership, organize work, and delegate when appropriate
- Ability to communicate effectively, both orally and in writing
- Ability to demonstrate problem-solving skills

- Ability to meet deadlines
- Demonstrate knowledge of, or ability to become familiar with, two-year and/or community college systems in Oklahoma
- Demonstrate knowledge of, or the ability to learn, computer software and systems relevant to the Financial Aid Office including PowerFacts and PX
- Demonstrate skills in Microsoft Office

### **Other Ergonomic Requirements:**

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements. All individuals are required to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential function of the job.

### **Hours:**

Monday- Thursday, 8:00 a.m. to 6:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). Some evenings and weekends may be required in order to fulfill job requirements.

### **Qualification Standards:**

1. **Minimum Education Required:** Bachelor's degree or other combination of education and experience. Knowledge of the administration of and regulations governing federal and student financial aid programs is preferred. Knowledge of computers and administrative software such as Ellucian-Colleague is preferred.
2. **Experience:** Two-year college and/or university experience in business services or related areas preferred.
3. **Professionalism:** All employees at MSC are expected to demonstrate dedication to their work field and to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

### **Application Process:**

1. Letter of application
2. Resume
3. Three (3) letters of employment recommendation
4. Official transcript(s) required
5. Murray State College employment application
6. Complete the Background Check Consent Form on the MSC Website

**Submit Application to:**  
Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460  
MSCemployment@mscok.edu

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.