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**St. Petersburg College**

**Position Title: AVP Financial Assistance Services**

<b>Pay Schedule</b>	<b>Pay Grade</b>	<b>Classification Series</b>	<b>Classification Title</b>
Administrative & Professional	K	Student Services Management	Associate Student Services Vice President

**Job Summary for Positions in this Classification**

This is the second of four levels in the Student Services Management series. The classification is responsible for directing the activities, programs, and projects of College-wide or campus-wide student services related departments, functions, or programs. Incumbents work in an administrative related department or function which enables the College to provide assistance and support to all students related to the enrollment, registration, and advising services. Incumbents will be responsible for managing professional work, recommending, developing, and managing multiple budgets, and working with multiple departments to achieve strategic objectives. Incumbents will have supervisory responsibilities, and be predominantly involved in the strategy formation and external relations.

**Position-specific job summary**

Responsible for the leadership of Financial Assistance, Scholarships and Veteran Services. The Associate Vice President will contribute to the fulfillment of the College’s enrollment management and to the fiscal and learning goals of the College; and will work closely with senior administrators, deans, faculty, staff and community partners to develop, coordinate and evaluate collegewide plans to promote financial aid, scholarships and veteran services and postsecondary learning opportunities at St. Petersburg College.

**Typical Essential Duties for Positions in this Classification**

<b><u>These duties are a representative sample; position assignments may vary.</u></b>		<b><u>Potential Frequency</u></b>
<b><u>1.</u></b>	<b><u>Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.</u></b>	<b><u>Daily</u></b> <b><u>10%</u></b>
<b><u>2.</u></b>	<b><u>Provides leadership for institutional planning, including development of the vision and mission; facilities planning, strategic planning, and budget development.</u></b>	<b><u>Daily</u></b> <b><u>25%</u></b>
<b><u>3.</u></b>	<b><u>Formulates and interprets policies and procedures, ensuring compliance with applicable program, local, State, and Federal laws, and established criteria.</u></b>	<b><u>Daily</u></b> <b><u>25%</u></b>
<b><u>4.</u></b>	<b><u>Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; directs the monitoring and control of expenditures.</u></b>	<b><u>Daily</u></b> <b><u>10%</u></b>
<b><u>5.</u></b>	<b><u>Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned area on committees, advocacy groups, and/or related groups. Negotiates and manages contracts with external parties as necessary.</u></b>	<b><u>Daily</u></b> <b><u>20%</u></b>

<b><u>These duties are a representative sample; position assignments may vary.</u></b>	<b><u>Potential Frequency</u></b>
<b><u>6. Provides leadership of academic and/or specialized programs and services.</u></b>	<b><u>Daily</u></b> <b><u>10%</u></b>
<b><u>7. Performs other duties of a similar nature or level.</u></b>	<b><u>As Required</u></b>

**Position-specific assignment within typical essential duties**

- Supervises Financial Assistance Services to ensure that of Financial Assistance, Scholarships and Veteran Services effectively contribute to MYSPC Answer Place, are well managed and focus on student learning outcomes;
- Interprets and implements Federal and State laws regarding student assistance and veterans’ educational benefits;
- Coordinates internal and external audits and resolves audit findings;
- Conducts periodic quality control reviews of college Financial Assistance, Scholarships and Veteran Services programs;
- Supervises the delivery of federal and state financial aid programs to students;
- Leads the continuous improvement and integration of financial assistance delivery requirements into the student enrollment process;
- Supervises the development of Financial Assistance, Scholarships and Veteran Services publications, documents and web pages;
- Coordinates the evaluation and review of college-wide policies and procedures related Financial Assistance, Scholarships and Veteran Services;
- Maintains office procedures for timely and effective application processing, packaging, verification and online award notification;
- Maintains careful departmental record-keeping and provide data and reports to internal and external parties as needed;
- Maintains a close working relationship with the Business Services area to ensure conformity with federal agency cash advance standards;
- Directs the development, implementation, and evaluation of institutional grants to improve student outcomes;
- Responsible for the administration of all college internal and external scholarships for students;
- Provides data required by federal and state agencies, including but not limited to preparation for annual institutional audit of financial aid records; completes the annual FISAP; performs required report for Pell recipients; completes the Application for Approval to Participate in Federal Student Financial Aid Programs; and provides financial aid data for IPEDS;
- Serves as the primary certifying official of the college;
- Serves as the liaison with the AIS Department for hardware and software issues pertaining to the Financial Assistance, Scholarships and Veteran Services;
- Implements all upgrades for Financial Assistance Modules in PeopleSoft.
- Provides technical expertise and represents student financial interests to internal constituents (administration, faculty, staff, committees, etc.);
- Maintains close working relationships with the Senior Vice President for Student Services, the Associate Vice President for Enrollment Services, the Associate Vice President for Financial and Business Services, the Associate Vice President for Information Technology, and the Executive Director of the SPC Foundation — particularly regarding the review of financial assistance programs, including scholarship allocations;
- Convenes meetings of the college-wide Financial Assistance Appeals Committee as needed and serves as a committee member.

**Educational Requirements\***

Master’s degree in the business administration or in a related field to assigned area from a regionally accredited institution.

**Experience Requirements\***

Seven (7) years experience in college financial aid administration, including training in counseling and related areas. Prior experience as a Director of Financial Aid is essential.

\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be

acceptable in lieu of those requirements listed above.

### **Licensing Requirements**

None.

### **Knowledge, Skills, and Physical Requirements**

#### **Knowledge:**

- Leadership principles;
- Academic program development and evaluation;
- Managing a financial assistance program in a large, complex environment along with the knowledge of automated student financial aid systems;
- Public relations principles;
- Budgeting principles;
- Community agencies and resources;
- Strategic planning principles;
- Financial management principles;
- Project management principles;
- Administration principles and practices at a University-wide level;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and/or statutes.
- Higher education institutional operations, structures, policies, and practices;
- Computers and related software applications.

#### **Skills:**

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Providing leadership;
- Managing projects;
- Analyzing and developing policies and procedures;
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations;
- Develop and interpret financial data/plans and manage resources;
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals; resolving conflict;
- Preparing and administering budgets;
- Managing change and sensitive topics;
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

#### **Potential:**

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **Note**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Last Reviewed:** Jun 04, 2013