

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6447
Pay Grade: E04

FLSA: Exempt
PTS

SUPERVISOR, FINANCIAL AID (Pinellas Technical College)

REPORTS TO:

Assistant Administrator, Pinellas Technical College (PTC)

SUPERVISES:

Financial Aid Office Support Staff

QUALIFICATIONS:

Bachelor's degree in accounting, business administration, or related field from an accredited college or university with three years' experience in financial aid, accounting, or as a financial analyst with supervisory experience; OR Technical Center certificate in accounting or related field with six years' experience; OR an equivalent combination of education and experience. In addition must show progressively strong analytical skills, excellent verbal and written communications skills, and the ability to interact effectively with diverse student populations.

PREFERRED:

Postsecondary financial aid management experience.

MAJOR FUNCTION

Reports directly to the Assistant Administrator, PTC with primary responsibility for the management of PTC's complete financial aid program including federal, state and local financial aid programs; veterans' education programs; and individual, institutional, and agency scholarships.

ESSENTIAL RESPONSIBILITIES

- Establishes and manages PTC processes for receiving financial aid applications, financial aid awards, and student financial aid administration.
- Focuses the PTC Financial Aid Office on student recruitment using financial aid resources.
- Establishes and maintains financial aid reporting procedures internal to PTC and to external agencies.
- Maintains Title IV compliance requirements regarding draw downs, institutional eligibility, and coordination of programs, student eligibility, file maintenance, disbursements, refunds, overpayments, institutional disclosure, and types of expenditures allowed.
- Works with the U.S. Department of Veterans' Affairs regional office and the Bureau of State Approving Agency for Veterans' Training to comply with all applicable laws, regulations, and VA requirements pertaining to certifications of enrollments, notices of change in student status, and program eligibility.
- Maintains institutional eligibility to participate in state programs by completing the required state reporting documents and associated renewal applications in reference to student eligibility, and disbursement of funds.
- Administers the awarding of financial aid funds donated by outside agencies, inclusive of endowments, foundations, and private individuals to facilitate the delivery of financial aid awards to qualified students.
- Works closely with PTC Student Services, records, bookkeeping, and the financial analyst in matters of financial aid eligibility and management.
- Keeps abreast of federal and state regulations through the Department of Education and other sources.
- Remains current in the financial aid field and develops and implements policies and procedures concerning the operation of the financial aid office.
- Performs other related duties as required.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 12/08; BOARD APPROVED: 12/09/2008; REVISED FORMAT, PG, RT, SUPERVISES, MQ; MF; ER 07/10/16 CH; BOARD APPROVED: 5/17/16

SUPERVISOR, FINANCIAL AID (Pinellas Technical College)

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | | X | | | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | X | | | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | X | | | | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | | X | | | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | X | | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a computer to enter and transform words or data | | | | | X |
| 21. Using various technology tools | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | | X | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

Supervisor, Financial Aid (Pinellas Technical College) - PTS