



Job Title: **Manager – Financial Aid/Veterans Affairs/Scholarships**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 16

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to direct and supervise the staff and operation of the Center's Financial Aid, Veteran's Affairs, and Scholarship Department to assure qualified students financial support in an efficient and effective manner.

ESSENTIAL JOB FUNCTIONS

- Designs and implements a sound records management program which complies with local, state, and federal guidelines.
- Designs, supervises, and schedules the sequence of the application process.
- Reviews and certifies all documents and supporting records as accurate.
- Conducts preliminary audits to assure compliance with state and federal guidelines.
- Responds to inquiries from federal and state auditors and provides additional data as requested.
- Coordinates the students' counseling and application process.
- Provides guidelines for the various Scholarship Selection Committees.
- Coordinates scholarship activities with guidance and community sponsors.
- Conducts Veteran's Administration workshops detailing changes in requirements for individuals receiving benefits.
- Uses effective communication strategies to interact with a variety of audiences.
- Maintains a working relationship with all governmental agencies and community service organizations.
- Coordinates the dissemination of information throughout the District to potential recipients.
- Represents the District at appropriate conferences and workshops.
- Maintains a network of peer contacts through professional organizations.
- Provides consultation and training for school-based personnel and other personnel within the department.
- Supports and promotes the professional growth of self and others.
- Processes and reviews grant applications prior to submission to ensure consistency with rules, regulations, and requirements.

- Keeps current on changing laws and requirements regarding state and federal funding of grants.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares all required reports and maintain appropriate records.
- Establishes and implements a grant management system for each funded program.
- Demonstrates initiative in the performance of assigned duties.
- Anticipates potential problems and develops procedures to address them.
- Develops an annual need-based aid program and submits to Director for approval.
- Sets high standards for self and others.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution.
- Over ten (10) years of experience in supervision.
- Course work in business, management, or administration.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of state, federal, and local guidelines in administering student aid, grants, and programs.
- Requires the ability to display knowledge of requirements leading to application and access to Pell Grants, College Work Study, Elks Fund, and Veteran Benefits Chapter 30, 31, 32, 35, and Section 1606 (Reserves).
- Requires the ability to determine the approach for doing the work based on guidelines provided.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to determine individual benefit eligibility.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, fingering, grasping, handling, hearing, pulling, pushing, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: