



Job Title: Associate Student Services VP

CLASSIFICATION DESCRIPTION

Department: Academic and Student Affairs

Pay Grade: 122

FLSA Status: Exempt

Remote Work Eligible: Yes

JOB SUMMARY

This position provides leadership for Financial Assistance, Scholarships and Veteran Services; contributes to the fulfillment of the College's enrollment management, fiscal and learning goals; and works closely with senior administrators, deans, faculty, staff and community partners to develop, coordinate and evaluate College-wide plans to promote financial aid, scholarships and veteran services and postsecondary learning opportunities at St. Petersburg College. This position also aids and support to all students related to the enrollment, registration, and advising services.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Supervises Financial Assistance Services; ensures that Financial Assistance, Scholarships, and Veteran Services effectively contribute to MYSPC Answer Place and are well managed/focused on student learning outcomes.
- Interprets and implements federal and state laws regarding student assistance and veterans' educational benefits.
- Identifies business partners that could provide cost effective and innovative student services.
- 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.
- Provides leadership for institutional planning, including development of the: vision and mission; facilities planning; strategic planning; and budget development.
- Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; and directs the monitoring and control of expenditures.
- 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.
- Leads ongoing efforts to inform and educate the campus community and other constituencies regarding financial aid policies, updates, and changes.
- Formulates and interprets policies and procedures, ensuring compliance with applicable program, local/state/federal laws, and established criteria.
- Coordinates the evaluation and review of College-wide policies and procedures related to 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; provides 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.
- Manages the administration of all College internal and external scholarships for students.
- Provides data required by federal and state agencies for preparation of 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.).
- 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.
- Provides leadership of academic and/or specialized programs and services.
- Negotiates and manages contracts with external parties as necessary.
- Convenes meetings of the College-wide Financial Assistance Appeals Committee as needed; serves as a committee member.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in business administration or in a field related to assigned area; seven (7) years of related work experience in college financial aid administration, including training in counseling and related areas, with specific experience as a Director of Financial Aid; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Leadership principles;
- Academic program development and evaluation;
- Public relations principles;
- Budgeting principles;
- Community agencies and resources;
- Strategic planning principles;
- Financial management principles;
- Automated financial aid systems;
- 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; and
- Computers and related software applications.

Skills in:

- Providing leadership;
- Managing projects;
- Analyzing problems, identifying alternative solutions, and projecting consequences of proposed actions;
- Preparing and administering budgets;
- Resolving conflicts;
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and evaluate employees;
- Prioritize and assign work;
- Interpret and apply applicable laws, rules, and regulations;
- Manage change and sensitive topics;
- Develop policies and procedures; and
- Implement recommendations in support of goals;

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X

Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

St. Petersburg College has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date