

DIRECTOR OF FINANCIAL AID AND ADMISSIONS COUNSELOR JOB DESCRIPTION

PRINCIPAL FUNCTION

The Director of Financial Aid and Admissions Counselor is responsible to the Dean of Administrative Affairs for the office of financial aid at Clear Creek Baptist Bible College.

RESPONSIBILITIES

1. Coordinate all activities relating to the financial aid process; beginning with initial contacts from a prospective student inquiring about possible financial aid to funds actually being received and applied to a student's account.
2. Prepare and process institutional financial aid for all students enrolled.
3. Help locate and distribute any and all financial assistant available to students.
4. Represent the college to any entity involved with funding any portion of a student's expenses while enrolled at CCBBC including but not limited to: federal government, state agencies, Veteran's Administration, state conventions, churches and individuals.
5. Be available for financial counseling with students as needed.
6. Coordinate with the Dean of Students the Adoptive Family Program.
7. Maintain detailed, accurate financial aid information for use in annual audit.
8. All Title IV applications and programs must be kept current and approved by the Department of Education.
9. Create a strategic plan for the use of endowed financial aid funds for retention and recruitment with the Dean of Administrative Affairs.
10. Assist Admissions in the contacting of prospective student and in travel occasionally.

QUALIFICATIONS FOR POSITION

The Director of Financial Aid should have:

1. A bachelor's degree as minimum educational requirement with a degree in business or administration or related field and/or related work experience which qualifies for position of director of financial aid.
2. Ability to meet deadlines and maintain detailed, accurate records.
3. Willingness, patience and strong desire to help students in all phases of the financial aid process at Clear Creek Baptist Bible College.
4. Willingness to travel a few times per year to learn all phases of financial aid and to assist Admissions in recruit.