

# Job Description

Position Title: Manager, Title IV Compliance

Job Family: Financial Aid and Scholarships

Job Type: Manager

FLSA Status: Exempt

Salary Grade: 06

## Position Summary:

The Title IV Compliance Manager manages the administrative and financial operations over the Title IV student aid programs, state aid programs and private loan programs. The Title IV Compliance Manager oversees fiscal management, which includes calculating student awards in compliance with federal regulations, creating and managing student disbursements, collection of sensitive information from students for high-level appeals and fraud investigations, and overseeing reconciliation and reporting of several student aid programs to different federal and state agencies. The Title IV Compliance Manager prepares the Higher Learning Commission Federal Compliance portion for filing with accreditor. The Title IV Compliance Manager coordinates personnel, strategic planning, provides interpretation of new law and training to staff, and student financial aid process and procedures between several interrelated departments in the college, such as: ARS, Finance, Contracts, Student Affairs, Adult Basic Education, Legal, Human Resources, Curriculum and Quality Improvement, and Admissions and Registration.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manages policies, processes, and provides guidance, and oversight of assigned employees regarding federal regulations and compliance of funding programs. Designated as one of the Deputy Aid Administrators for the Department of Education which entails signing agreements with new employees to set them up in the federal systems.
2. Coordinates all aspects of the Higher Learning Commission Federal Compliance filing.
3. Manages and oversees business processes and information systems for multiple student financial aid programs to ensure compliance is met with reporting and timelines.
4. Manages the activities of assigned scholarship and outreach programs to maintain compliance with local, state, and federal regulations.
5. Manages all aspects of administration, award disbursement, and auditing of Title IV funds. Oversees all disbursement of other types of student financial aid programs including private educational loans and state government aid.
6. Hires, assigns, and evaluates staff. Oversees professional development activities. Ensures personnel maintain required certifications, qualifications, and current knowledge in the field.
7. Leads the development, implementation, and oversight of College policies, procedures, and processes related to the delivery of student financial aid.
8. Communicates and cooperates with internal and external stakeholders. Develops and delivers analysis, recommendations, and reporting to stakeholders including internal and external auditors.

9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of business management and fiscal practices.
3. Knowledge of internal and external customer service principles and practices.
4. Knowledge of managerial and supervisory skills.
5. Knowledge of principles and methods for promoting programs and services.
6. Skill in analyzing data and drawing conclusions.
7. Skill in independent decision making.
8. Skill in people leadership and supervision.
9. Skill in organization, coordination and management.
10. Skill in problem solving.
11. Skill in program development and process improvement.
12. Skill in team building.
13. Ability to operate relevant equipment required to complete assigned responsibilities for the position.

### **Supervision:**

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.

### Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field of study required.
- Master's degree in related field of study preferred.
- Three (3) to five (5) years of related experience in Title IV, Scholarship, or Grant Administration
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Back Check Required
- DMV Check/Current and Valid AZ Driver's License