

**CLASS TITLE:**

**DIRECTOR OF PROGRAM  
ADMINISTRATION  
RIHEAA**

**Class Code: 02712600**

**Pay Grade: 31A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, coordinating, directing, and controlling the operations of the Authority's Scholarship and Grant, College Savings/Prepaid Tuition and/or Loan Programs; and to perform related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a supervisor with considerable latitude for exercising initiative and independent judgement. Work is subject to review based on results obtained and for conformance to laws, regulations, policies, rules and defined goals and objectives.

**SUPERVISION EXERCISED:** Plans, directs and coordinates the work of subordinate professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, coordinating, directing, and controlling the operation of the Authority's Scholarship and Grant, College Savings/Prepaid Tuition and/or Loan Programs.

To administer and ensure that various scholarship, grant and support student programs, College Savings/Prepaid Tuition Programs and/or Loan Programs including Guarantee Service, Claims and Collection Departments comply with all federal and state regulations and statutory regulation updates.

To work with manager and supervisors in developing policies, procedures, budgets and formulas; to review contracts and agreements as appropriate.

To represent the authority at guidance counselor and/or financial aid officer and lender training programs, parent nights, state and national professional organizations and related activities.

To plan, organize, and conduct various educational seminars and workshops to train staff and external users on new programs; to develop applications, information packets and/or forms relative to Scholarship and Grant, Student Service, College Savings/Prepaid Tuition and/or Student Loan programs.

To provide internal and external data processing personnel with needs assessments necessary to develop programs for the processing of all facets of the Scholarship and Grant, College Savings/Prepaid Tuition and/or Federal Family Educational Loan Programs.

To respond to complex inquiries and resolve complex situations for clients of either the Scholarship and Grant, College Savings and/or Student Local Programs.

To requisition office supplies and equipment.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of Grant and Award, College Savings/Prepaid Tuition and/or Family Federal Educational Loan Program policies and procedures; a thorough knowledge of Scholastic Aptitude Testing procedures and standards and/or Student Loan Federal Regulations; the ability to allocate resources within budget constraints; the ability to manage and control a large volume of data utilizing data processing techniques; the ability to plan, direct and coordinate staff; the ability to perform research and analysis; the ability to develop and conduct presentations; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Education, Counseling, Guidance, Business Administration/Management Finance or a closely related field; with a Master's Degree recommended; or

Experience: Such as may have been gained through: progressively more responsible employment in a supervisory or management position involving the determination and assessment of student financial needs in the pursuit of educational opportunities and/or student lending.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 1, 1998

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