

# FLORIDA GATEWAY COLLEGE

## *Job Description*

### DIRECTOR – FINANCIAL AID

#### **DISTINGUISHING CHARACTERISTICS:**

This position is a key administrative post involved in providing financial aid to students within the provisions of federal and state laws applying to financial aid. An employee in a position allocated to this class is responsible for developing financial aid packages for eligible applicants, reporting use of funds to federal and state agencies, processing and determining awards, and managing loan programs and pell grants. An employee in this position keeps informed of all developments in financial aid procedures, regulations and guidelines, establishes and maintains effective working relationships with FGC staff, counselors, vocational specialists and other financial aid directors.

#### **ESSENTIAL JOB FUNCTIONS:**

*(Note: The following examples of work as listed in this job description are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)*

Supervises employees of the financial aid section and student assistants.  
Processes a variety of financial aid applications including determining eligibility, authorizing expenditures and waivers, and preparing awards.  
Counsels financial aid recipients regarding financial aid packages and financial management.  
Counsels students in general regarding personal and financial problems.  
Interprets federal regulations regarding compliance with these regulations and prepares federal and state reports on all programs.  
Performs professional judgments and MAX150 degree audits.  
Reconciles all State and Federal Programs.  
Updates policies and procedures.  
Sets and updates departmental budgets.  
Prepares need analysis reports for indigent applicants seeking campus-based aid.  
Attends financial aid meetings, workshops and conferences.

#### **MINIMUM QUALIFICATIONS:**

##### **KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of regulations, legislation and philosophies which affect the deliverance of student aid. Knowledge of the basic ingredients which make up student aid. Knowledge of the purpose and requirements that govern each of the student aid programs. Skill in use of calculator. Skill in counseling students and their families about financing a

college education. Ability to promote creativity and motivation in financial aid staff. Ability to administer programs in a fashion that will ensure the goals of the college are carried out with respect to financial aid. Ability to ascertain that reported changes in family situations are significant to warrant modifications in student needs analysis reports. Ability to make decisions using professional judgment, void of personal preference, in the delivery of funds held in custody for student use. Ability to assess facts as they relate to students and staff in order to ensure effective and efficient aid delivery. Ability to understand the distinctions between procedural routines and management functions. Ability to identify significant problems relevant to financial aid situations and to solve these issues. Ability to manage people.

**EDUCATION AND EXPERIENCE:**

Master's Degree in appropriate area plus three years supervisory experience.  
Computer literate.

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction).  
Acceptable hearing (with or without hearing aid).  
Ability to communicate both orally and in writing.

**ENVIRONMENTAL CONDITIONS:**

Works inside in an office environment.

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

# Anita Rebekah Westberry

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## EDUCATION

- 1997-1999 Bachelor of Science in Business Administration,  
University of Florida, Gainesville, FL
- 2010-2012 Masters in Health Care Administration  
University of Phoenix

## WORK HISTORY

- 2014-Present *Director of Financial Aid, Florida Gateway College*
- Create and manage departmental budgets
  - Reconcile more than 7 million dollars in federal loans, grants, and scholarships
  - Handle federal and state audit concerns
  - Conduct internal departmental audits
  - Approve payroll and requisitions
  - Set departmental budgets and objectives using SPOL
  - Conduct professional judgments and degree audits for student
  - Update Policies and procedures
  - Ensure office follows all federal and state mandates yearly
  - Attend all conferences
- 2010-2014 *Associate Director of Financial Aid, Florida Gateway College*
- Supervise Employees
  - Award all scholarships
  - Reconcile grants, scholarships, and loans
  - Oversee student suspension appeals
  - Return title IV monies to Department of Education
  - Attend all conferences
- 2005 - 2010 *Business Analyst, Center for Clinical Trials Research, University of Florida*
- Create Budgets
  - Create requisitions to pay vouchers
  - Approve payroll
  - Approve Purchase card transactions
  - Input travel authorizations and travel expenses
  - Research CRF Data Entry
- 2003 - 2005 *Business Analyst, Medical Manager*
- Produce Sales Quotes
  - Review and Input sales quotes
  - Answer sales questions
  - Handle budgets for department
  - Update accounting spreadsheets for department
- 2000-2003 *Computer Programmer, Lake City Community College*
- Technical Representative for Florida Academic Counseling and Tracking for Students (FACTS)
  - Programmer for FACTS
  - Contact person and programmer for the Telephone Registration System
  - Import Excel files to derive reports
  - Distribute reports campus wide

1985-1997

*Directory Assistance Operator, Bellsouth Telecommunications, Inc.*

- Utilized computer to access information
- As relieving service assistant, handled customer complaints, looked up non-published numbers and difficult listings, and completed related documentation for supervisor.
- A team player who aided in solving a difficult listing problem
- Completed basic office tasks: filing, fax, copying, and answering phones