

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Financial Aid Coordinator
Professional

EEO CATEGORY:

JOB NUMBER: 9-2116
STATUS & GRADE: E-11
DATE: 05/1999

DEPARTMENT: Financial Aid

EDUCATIONAL & EXPERIENCE REQUIREMENTS: Bachelor's degree in accounting, management, or related field. Courses in Computer Science would be helpful. Two (2) years professional experience in a college or University Financial Aid Office or related experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Responsible for one or more major functions in the operation and administration of the Financial Aid Office.

SUPERVISION GIVEN & RECEIVED: May provide working supervision to Financial Aid Counselors, assistants, and student assistants. Receives general direction from the Director and Assistant Director of Financial Aid.

PRIMARY RESPONSIBILITIES: Responsible for staff training and coordination of daily schedules and vacation. Working supervision of counseling staff, information dissemination, award processing, and data entry operations. Oversees the collection of support documentation necessary to complete applicant folders. Assists with Award Packaging and revisions to awards due to over awards. Provides technical assistance, interpretations, and interfaces between Financial Aid Data Entry Staff, and the Assistant Director. Assists in the revision of forms and procedures. Responsible for special projects or programs. Performs other duties as assigned.

OTHER SPECIFICATIONS: Contacts include other university departments, student applicants, and parents, State and Federal authorities.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.