TITLE: Financial Aid Analyst, Senior

EEO CATEGORY: Professional
JOB NUMBER: 9-2119
STATUS & GRADE: E-14
DATE: 01/2007

DEPARTMENT: Financial Aid

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor's degree in Computer Science, Business, Mathematics, Statistics, Management Information Systems, or related field. Courses in Computer Science would be helpful. Four (4) years professional experience in a college or University Financial Aid Office or in office automation and/or data analysis or other related experience. A combination of education, experience, and training that would produce the required knowledge and abilities may be acceptable.

NATURE & PURPOSE OF POSITION: Responsible for identifying and coordinating the automation needs of the financial aid office including implementing and testing of regulation updates and new requirements. Serve as the liaison between the financial aid office, other University departments and outside agencies as the communication relates to programming needs.

SUPERVISION GIVEN & RECEIVED: Receives general direction from the Assistant Director. Supervises one or more full-time professional staff, clerical staff, and student assistants as assigned.

PRIMARY RESPONSIBILITIES: Serves as the financial aid analysis team leader and as a primary liaison between the University Computer Services Department, Financial Aid Office, and the software vendor; translates departmental requirements into programming system specifications; provides documentation and consultation for the implementation of these systems; verifies proper performance of programs and subsystems; and may be responsible for specific special projects. Assists in the maintenance of the automated record retention processes of all aid applicant records. Ensures the financial aid software is prepared for the prompt and accurate delivery of funds to students. These processes cross over several units within the office, and involve the supervision and training of multiple staff. Develops, updates, and implements departmental financial aid policies and procedures and assists with the interpretation of regulations, procedures and policies as they specifically related to automated processes. Serves on committees as needed. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Communicates and coordinates with Computer Services and other University Departments, software vendors, governmental agencies, and interoffice contracts. The incumbent should demonstrate knowledge and understanding of large student information systems and automation products. Requires exceptional written and oral communication skills along with a good eye for detail and strong organizational and time-management skills. Working hours may vary as required, including evenings and weekends.

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.