

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Assistant Director, Financial Aid

**EEO CATEGORY:** Professional

**JOB NUMBER:** 0-2120

**STATUS & GRADE:** E-15

**DATE:** 04/2005

**DEPARTMENT:** Financial Aid

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Bachelor's Degree in Business Administration, Finance, Student Personnel Administration, or related field. A minimum of five (5) years full-time professional financial aid experience at a post-secondary educational institution. Experience and demonstrated success in managing staff and resources in a student aid office preferred. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** To assist the Director of Financial Aid in all phases of departmental operations. Provides skilled analysis and control of business, management, and accounting problems in terms of system requirements, and develops or modifies designs. Assists in developing financial aid image commensurate with the University and Division of Enrollment Management mission and goals.

**SUPERVISION GIVEN & RECEIVED:** Receives minimum supervision from the Director. Supervises the full-time professional staff, clerical staff, and student assistants as assigned.

**PRIMARY RESPONSIBILITIES:** Organizes, develops, and manages, with the support of staff and student personnel, one or more specific areas of financial aid administration to include, but not necessarily limited to the following: serves as computer software training leader and the 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 supervises the control of Federal, State, and Institutional Aid Programs. Responsible for developing relationships with students and parents, high school counselors, junior/community colleges, etc. in an effort to assist in educating complexities of federal and state financial aid programs; assists in developing marketing techniques as part of the total outreach services; responsible for development, implementation, and coordination of retention programs for financial aid recipients, working with University Academic Advisors, academic and other departments, etc.; has functional responsibilities concerning the management of need-based financial aid, and verification of data; and maintains the record retention of all aid applicant records and ensures 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. Serves on committees as needed. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** 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 Microsoft products. Requires exceptional written and oral communication skills along with a good eye for detail and strong organizational and time-management skills. Ability to work with a socio-economically diverse student population and campus environment. Diversity training knowledge and ability to facilitate complex human interactions helpful. Must work as a team member in a dynamic organization, possessing a positive attitude, good interpersonal communication skills, and customer service orientation. 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.**