

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Financial Aid Analyst

EEO CATEGORY: Professional

JOB NUMBER: 9-2118

STATUS & GRADE: E-11

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. Two (2) years professional experience in a college or University Financial Aid Office preferably 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: Assists the Senior Financial Aid Analyst in the analysis of office automation needs of the financial aid office including implementing and testing of regulation updates and new requirements. Assist in the communication between the financial aid office, other University departments and outside agencies as the communication relates to programming needs.

SUPERVISION GIVEN & RECEIVED: Receives minimum supervision from the Senior Financial Aid Analyst. Supervises one or more student assistants as assigned. May partial direct one or more Financial Aid Assistant(s).

PRIMARY RESPONSIBILITIES: Will be a part of the user analysis team responsible for communication between the financial aid office and the University Computer Services Department, and the software vendor; assist the senior analyst with the communication of departmental requirements into programming system specifications; assist with the documentation and training for new implementations; assist with the performance testing of programs and subsystems; and may assist with specific special projects. Assists in the maintenance of the automated record retention processes of all aid applicant records. Trains staff on the use of automated presentation software and assists in the production of presentations. Serves on committees as needed. Performs other related duties as assigned.

OTHER SPECIFICATIONS: 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.