

**SAM HOUSTON STATE UNIVERSITY  
STAFF CLASSIFICATION DESCRIPTION**

**TITLE:** Director of Financial Aid  
Professional

**EEO CATEGORY:**

**JOB NUMBER:** 0-2121  
**STATUS & GRADE:** E-NC  
**DATE:** 01/2007

**DEPARTMENT:** Financial Aid

**EDUCATIONAL & EXPERIENCE REQUIREMENT:** Minimum of a Bachelor's degree in related field. Emphasis in personnel services or counseling would be helpful. Minimum of five (5) years in Financial Aid Programs or related experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** To provide financial assistance to students. This service must be administrated within a code of conduct and regulatory guidelines.

**SUPERVISION GIVEN & RECEIVED:** Supervises Assistant Director, Administrative Secretary, and supporting staff. Works under minimum direction of the Assistant Vice President of Enrollment Management with desired results indicated in major terms or objectives.

**PRIMARY RESPONSIBILITIES:** Responsible for student financial aid on campus directly related to institutional, state, and federal awards. Federal, state, and institutional program guideline supervision. Responsible for submission of award application to the various agencies-under which the institution participates. Maintenance of office files and records. Distribution of awards to students. Follow-up reports to respective agencies. Cooperation with agencies under Program Audits. Attend professional conferences. Selection of staff members for operations of Financial Aid office. Responsible for Financial Aid Office staff-assign and supervise. Responsible for office O & M Budget. (Plan and obtain adequate budget.) Responsible for supervision of Loan Collections. Campus communications under aid with the Academic and Fiscal Departments of campus. Liaison between student aid and Fiscal Office. Liaison between institution and federal, state agencies. Participation in various campus committees, policy recommendations, and student appellant process. Coordination of all student awards on campus - (under departmental awards) Supervision and coordination of all scholarships on campus. Supervision of student employment under Work Study and part-time referral service. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Off campus: HEW, Office of Education, Coordinating Board-State of Texas, Legislative Appropriations Committee, Criminal Justice-LEAA, Congressman, unions, savings-and-loan, counselors, parents, and students. On campus: Business Office, Office of Research and Grants, Fiscal Office, Housing Office, Food Service, Cashiers, Computer Services, Registrar's Office, Admissions, Machine Records and Academic Department.

**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.**