

Sul Ross State University

Position Description

Official Title: Director of Financial Assistance
Salary Group: Unclassified (07)

Job Code: 1425

Summary

Function: To direct all activities of Student Financial Assistance for the University.

Scope: Manages Financial Assistance staff at Alpine and the Rio Grande College Campuses located in Uvalde, Eagle Pass, and Del Rio. As Director of Financial Assistance: Responsible for administering financial assistance to university students; assists in the coordination of university scholarships; recommends and interprets financial assistance policy and ensuring uniform adherence to established policies; researches, interprets and makes recommendations regarding current state and federal regulations for financial assistance; manages all financial assistance awards to the university; manages and supervises the staff; determines student eligibility for financial assistance; monitors the delivery of financial assistance monies and ensures appropriate amounts are awarded to students as appropriate; involved in planning, coordinating, and implementing operating procedures for the financial assistance programs; responsible for complete system maintenance as well as implementing new technology; responsible for innovation in process or delivery of financial assistance; represents the university at the local, regional, state and national level on financial assistance matters.

Duties

Essential: Prepares personnel schedules; compiles necessary reports and documents for internal and external use; manages and supervises the staff, including conducting performance evaluations and ensures that the Department adheres to state, federal, and university policy and regulations; prepares and monitors all Center budgets; Stays abreast of state and federal regulations for the various financial assistance programs; compiles necessary information and materials to administer financial assistance and make judgments about student appeals; monitors students' financial needs and ensures that financial assistance is dispersed appropriately; applies to the state and national granting agencies for renewal of funding for financial assistance programs; sets operations policy for the financial assistance office and the university in relation to student financial assistance; supervises the staff, including conducting performance evaluations and ensures that the office of financial assistance adheres to state, federal, and university policy and regulations; keeps track of total financial assistance funds dispersed and submits related reports to state and federal agencies; counsels students/parents about financial aid and makes judgments about their appeals; monitors student records to ensure students are meeting the requirements set forth by the state and federal agencies; researches and makes recommendations regarding student eligibility for financial assistance; assists in distributing collegiate scholarships; coordinates activities regarding financial aid and scholarships; coordinates entry and exit procedures for students receiving financial assistance; required to read, review, and interpret state and federal regulations; participates with all university departments in problem solving issues regarding financial assistance; works with university recruiting and scholarship committees to ensure compliance with state and federal regulations; reviews and implements weekly, monthly, quarterly, and annual reports; required to maintain computer systems involved in the loaning process, as well as remain informed about new technology being introduced; may be required to be directly involved in contributions made to certain foundations within the university; participation in various campus committees, policy recommendations, and student appellant process. Serves on various University committees and councils. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: May be required to explain and clarify university policies to employees and assist in drafting new university policies; may be involved with the Recruiting staff for on-campus recruitment and activities; may be required to plan, coordinate, and conduct additional training sessions and informal seminars as needed; participates in university outreach programs.

Supervision

Received: Vice President for Enrollment Management.

Given: As Director of Financial Assistance: Supervises office and students.

Education

Required: Minimum of Bachelor's degree in related field.

Preferred: Master's degree; emphasis in personnel services of counseling; combination of education, experience, and training that would produce the required knowledge and abilities.

Experience

Required: Minimum of Five (5) years in Financial Assistance Programs or related experience; a minimum of Two (2) years supervisory experience.

Preferred: Additional years of experience in enrollment management or related fields.

Equipment/Skills

Required: Possess the following skills and abilities or be able to demonstrate the he/she can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities: working knowledge of University policies and procedures, and all state and federal regulations relating to Financial Assistance; ability to research, interpret, and summarize relevant laws; extensive background in areas related to financial aid; ability to analyze data and create budgets; extensive experience with award package computer programs and loan processing programs; strong interpersonal and management/administrative skills; skills and abilities to effectively communicate both verbally and in written form; skills to effectively deal with technical problems or know whom to contact with such issues; ability to meet and work effectively with employees, as well as other faculty and department heads; ability to interact with students in an administrative and supportive manner; necessary computer knowledge and abilities to work with spreadsheet, personnel systems, database, word processing, Internet (WWW), and e-mail programs.

Preferred: Experience with Banner Student Information System.

Working Conditions

Usual: Normal office conditions; some travel required; exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: December 2013