**Director, Student Financial Assistance Standard Job Description**

**Classification Title:** Director, Student Financial Assistance

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director of Student Financial Assistance, under general direction, oversees the administration and operation of Federal, State, and institutional financial assistance programs and scholarships. Supervises procedures and services to facilitate access to the University for undergraduate and graduate students.

**Essential Duties and Responsibilities:**

**40% Oversight and Management of Financial Aid Programs**

* Oversees daily operations of Student Financial Assistance and daily management of the Banner financial aid module.
* Oversees local, State, and Federal Financial Aid programs, complying with rules and regulations, and submitting reports to entities.
* Establishes financial aid cost of attendance for all student financial aid recipients.
* Directs oversight and collaboration with partner foundations, donors, and potential donors regarding scholarship programs.

**20% Leadership and Supervision of Staff**

* Provides leadership and supervision of professional, clerical, and part-time staff.
* Supervises full-time and part-time staff, including hiring, training, and evaluating performance.
* Ensures that vision, mission, and core values of the department are communicated and understood, fostering a shared vision.
* Participates in operational and strategic planning for teams and department, providing leadership in establishing goals.

**10% Reporting and Compliance**

* Oversees the preparation and submission of required reports for Federal, State, and other governing bodies.
* Reviews and ensures compliance with federal, state, and institutional program regulations related to financial aid.
* Monitors the preparation of special reports and materials for University administrators and external sources.

**10% Student Engagement and Outreach**

* Assists Admissions and other departments with recruitment activities and special events.
* Conducts presentations at area schools and University functions, counseling parents and students regarding financial aid.
* Collaborates with University departments to promote sound programming and services related to financial aid.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Ten years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**