**Assistant Director, Financial Aid P12 Standard Job Description**

**Classification Title:** Assistant Director, Financial Aid P12

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Assistant Director of Financial Aid, under general direction, is accountable for performing daily activities of a professional financial aid administrator and provides lead technical support for the financial aid management system. Oversees aspects of Federal Student Loan Programs administrated through the University’s financial aid offices.

**Essential Duties and Responsibilities:**

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

* Supervises the operation and administration of aid programs to comply with Federal, State, and University policies.
* Provides leadership and direction to full-time advising team staff and student workers.
* Manages the administration of Federal Pell Grant, Direct Loan, and TEACH grant programs.
* Ensures maintenance of excellent customer service and compliance with regulations.

**20% Compliance and Policy Development**

* Monitors Federal and State regulations to assist in updating financial aid policies and procedures.
* Reviews and verifies Free Application for Federal Student Aid (FAFSA) data and supplemental documents.
* Develops and revises financial aid consumer information materials and brochures for students.
* Advises the management team on opportunities for improving compliance with financial aid delivery.

**10% Training and Staff Development**

* Assists in training all staff on policies and procedures related to financial aid and Team Processing.
* Develops and presents training seminars on financial aid topics within the team’s area of expertise.
* Provides guidance to staff in resolving problems and addressing customer concerns.

**10% Quality Assurance and Process Improvement**

* Conducts internal audits to ensure compliance with various financial aid programs.
* Performs monthly quality checks on financial aid programs to minimize potential audit findings.
* Reviews proposed changes to regulations and prepares responses as necessary.

**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.
* Six years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Strong verbal and written communication skills.

 **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**