Supervisor, Financial Aid and Scholarships

Job Code 00007307

General Description
Responsible for coordinating all scholarship activity at Texas State University-San Marcos and administering scholarships awarded by the office of student financial assistance.

Examples of Duties
Coordinate and administer scholarships.
Monitor compliance with NCAA regulations regarding financial aid and scholarships.
Review/revise scholarship articles and publications.
Supervise the work of staff employees.
Provide information and outreach to students/parents regarding scholarships/financial aid.
Investigate all scholarship programs.
Compile statistical reports.
Draft policies and procedures.
Interpret/implement applicable rules and regulations.
Develop/implement ranking system of scholarship applications in accordance with established criteria.
Counsel students/parents on scholarships, financial aid, and academic requirements in relation to financial aid/scholarships.
Train and update OSFA employees on scholarship procedures and policies.
Analyze and revise student financial aid awards to resolve Title IV overawards.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: University scholarship system and procedures, of federal/state/NCAA rules and regulations on financial aid and scholarships, of institutional and outside donor rules/regulations, of the check/credit process, of the financial aid management system.

Skill in: Preparing reports, letters, proposals, in directing the work of others, in supervising staff, in planning and prioritizing the work of others, in explaining complex financial aid issues for diverse audiences, preparing statistical information.

Ability to: Perform intermediate math, to explain financial aid process, to understand and interpret policies and procedures, to supervise staff.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements