Associate Director, Financial Aid and Scholarships

Job Code 00001411

General Description
Responsible for assisting the director in administering all federal, state and institutional financial aid programs in compliance with the applicable laws, rules, regulations, policies and procedures of the various funding entities.

Examples of Duties
Counsel students and parents relating to financial aid issues.
Evaluate satisfactory academic progress appeals.
Monitor financial aid program expenditures.
Interpret federal/state financial aid regulations.
Respond to inquiries from parents and students, faculty and staff.
Complete personnel evaluations.
Supervise office staff.
Assist in revision of office forms and preparation of FISAPs.
Prepare and/or supervise preparation of various reports.
Evaluate loan default appeals.
Provide guidance on development of student expense budgets and awarding guidelines.
Develop policies and procedures for office.
Review and revise student consumer information.
Answer complex financial aid questions from staff, students and parents.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Requirements of external agencies; Texas State policies and procedures; the rules and regulations concerning student financial aid; deadlines related to student financial aid.

Skill in: Preparing reports, memos, charts and graphs; working as a team member and establishing a rapport with clients; approving/disapproving student requests; meeting deadlines.

Ability to: Perform basic math; explain complex material including policies and procedures; counsel students and parents on procedural or policy issues.

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