

## **Sul Ross State University Position Description**

**Official Title:** Associate Director of Financial Aid  
**Salary Group:** Unclassified (3)

**Job Code:** 3109

### **Summary**

Function: Daily management of the student financial aid programs.

### **Duties**

Essential: Manage and create correspondence with students; manage letter generation for awards, loan notifications, loan returns, for both ALP and RGC. Review of applications, file verifications, award processing; advising students; supervise Satisfactory Academic Progress (SAP) notification emails for ALP and RGC; assist with development of forms and brochures; participation in recruiting; maintenance of student records in compliance with federal regulations. Manage SAP compliance process, monitoring students' progress. Scholarship Coordinator, involving communication with ALP and RGC scholarship committees and students, manages the process and posts ALP awards in Banner and supervises posting of RGC awards in Banner. Assists with daily student file imports/extracts; daily jobs/processes; monitor student loan programs; lifting of SAR C-Flags. Assists with state, federal, and athletic reports, maintains FA web pages for Alp and RGC and processes financial aid staff travel and work authorizations.

Non-Essential: Data entry; process mail correspondence.

### **Supervision**

Received: Reports to the Director of Financial Aid for guidance in financial aid policy and procedure matters. Operates with little supervision and great autonomy.

Given: Is the primary trainer for Financial Aid personnel.

### **Education**

Required: Bachelor's degree.

Preferred: Master's degree.

### **Experience**

Required: Two years of responsible student financial aid experience. Two years of management of employees, and supervision of tasks.

Preferred: Experience with Banner.

### **Equipment/Skills**

Required: Knowledge of financial aid; ability to utilize computer technology including mainframe and PC dual systems; effective oral and written communication skills to deal effectively with a diverse population; ability to work independently.

Preferred: Knowledge of computerized financial aid delivery systems.

### **Working Conditions**

Usual: Office hours are 8 am to 5 pm Monday through Friday.

Exempt from overtime provisions. Some travel is required as is some weekend work very occasionally. Position is Security Sensitive.

Special: During registration may work 10-12 hours per day.

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

Date revised: July 2018