

Sul Ross State University Position Description

Official Title: Associate Director of Financial Aid-RGC

Job Code: 3109

Salary Group: Unclassified (3)

Summary

Function: Daily management of the student financial aid program.

Scope: Serves the Rio Grande College campuses of Del Rio, Eagle Pass and Uvalde.

Duties

Essential: Manage correspondence with students: manage distribution of letters for awards, loan notifications, loan returns, return of Title IV Funds for RGC. Review of applications, file verifications, award processing, advising students, participation in recruiting, maintenance of student records in compliance with federal regulations. Manage Satisfactory Academic Progress (SAP) compliance process, monitoring students' progress. Serve on RGC SAP Appeals Committee and RGC Scholarship Committee. Posts RGC awards in Banner. Manages RGC PASE non-resident tuition waiver program. Coordinate student aid consortium agreement with Southwest Texas Jr. College; electronic application processing and SAR correcting using CPS program; administer short term loan program; assists with daily jobs and reports, lifting of ISIR SAR C-Flags. Assists with federal/state reports, coordinate the activities of counselors and student assistants; Processes financial aid staff travel and work study authorizations, manage financial aid operations at three campuses; and other duties as assigned.

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.

Given: Assist with training and supervision of other RGC 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 conditions; office hours 8 am - 5 pm Monday through Friday.

Exempt from overtime provisions. Some travel is required as is some occasional weekend work. 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: October 2018