

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

Official Title: Financial Assistance Specialist

Job Code: 3705

Salary Group: 10

**Summary**

Function: Student Financial Assistance counseling.

Scope: All areas in financial assistance which include local, state and federal aid.

**Duties**

Essential: Coordinates and reconciles Federal/State and Institutional Financial Assistance programs which includes Federal Family Education Loan Program (FFELP), and Default Prevention and management programs; conducts entrance and exit interviews for the Federal Perkins Loan program; counsels and advises students and parents on the financial assistance application process; processes electronic files with U.S. Department of Education via Title IV WAN software; verifies information submitted by students for the purpose of receiving financial assistance; awards student financial assistance packages; may travel to area high schools to conduct financial assistance programs for students and parents; performs other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Additional: All employees of the Center for Enrollment Services are cross trained to support Customer Service Specialist in their absence. This includes performing various activities associated with recruiting, admissions, registration, and cashiering.

**Supervision**

Received: General supervision and instructions from Director of Financial Assistance.

Given: May supervise other part time and full time employees.

**Education**

Required: Bachelor's degree.

**Experience**

Required: Must have experience with computerized systems.

Preferred: Understanding of and operational skills using SCT Banner software.

**Equipment/Skills**

Required: Strong verbal, written, and organizational skills essential with freedom to travel.

**Working Conditions**

Usual: May include evenings and weekends. Exempt from overtime provisions. Position is security sensitive.

Special: Attends training seminars, conference, and other meetings as needed.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: February, 2006