

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Director - Financial Aid

Reports To: Vice President for Student Development

Position Code: DFAI

Department: Financial Aid

EEO Type: PR

Effective Date: 09-01-82

Revision Date: 06-23-03

Pay Grade: H

FLSA: Exempt

ORP Elig: Y

A. General Description:

Responsible for procurement and distribution of financial aid funds to support the institution's attainment of its objectives. Stewardship of federal, state, and local funds assuring compliance.

B. Duties and Responsibilities:

a. Essential Functions

Responsible for administration and monitoring of all federal and state financial aid program.

May be responsible for administration and monitoring of all veteran administration benefits programs.

Responsible for collecting and verifying data needed for submission of the Fiscal Operations Report (FISAP).

Responsible for awarding grants, employment, loans, and scholarship aid to eligible students.

Responsible for monitoring satisfactory progress for Title IV programs.

Responsible for determining eligibility for college work study.

Prepares student consumer information to provide information concerning financial aid programs, rules, requirements, responsibilities, and deadlines to students, prospective students, staff, and the public.

Establishes student cost of attendance budgets each year to reflect an approximation of student education expenses.

Conducts self evaluations of the Financial Aid office to ensure compliance with pertinent regulations.

Renders assistance to lenders, servicers, holders and guarantors in collection of loans. This involves letters, phone calls, and counseling to borrowers.

Supervises and coordinates activities of the Financial Aid Review Committee, to include selection of scholarship recipients, action on student appeals concerning financial aid decisions, review and recommendations on practices and procedures.

Develops and implements goals and objectives for the Financial Aid office.

b. Other Responsibilities

Performs other related duties as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Must possess management ability needed to supervise Financial Aid office and veterans benefits personnel.

Must possess ability to be administrative chief.

Responsible for fiscal accountability of large federal and state programs.

E. Minimum Requirements of Education and Experience:

Bachelor's Degree in an appropriate field from an accredited college or university.

Three years successful work experience with administrative responsibility.

Prefer three years successful experience in financial aid or related function in post secondary education.

Approved _____

Supervisor