



POSITION DESCRIPTION

TITLE:	Assistant Director-Financial Aid Intake & Processing Services	CATEGORY:	Professional
FLSA STATUS:	Exempt	GRADE:	E

JOB SUMMARY: Responsible for the day-to-day operations of the Financial Aid Intake, Processing Records Management and Outreach Programs. Maintain effective control and coordination of all activities through policies and procedures consistent with those established by the El Paso Community College District administration, federal and state agencies, and private donors.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Oversee the financial aid intake and processing, staff services, and outreach activities provided district-wide. Oversee the Student Services Web rooms and virtual offices.	35%
2. Manage staff work assignments. Support staff participation in training sessions, workshops, and meetings designed to improve overall efficiency and improve staff's ability to provide excellent service to students. Ensure campus financial aid offices are appropriately staffed and supplied for efficient and effective operations.	20%
3. Interact with administrators within the district, officials administering student financial aid, professional organizations, community organizations, students, and others for the development of quality programs. Represent the department in dealing with internal and external auditors.	10%
4. Monitor program changes. Develop and maintain records or statistics. Participate in the development of resource utilization analysis. Recommend improvements and modifications to Financial Aid Office.	10%
5. Provide personnel management activities of assigned staff to include orientation, supervision, performance evaluation, coaching, and guidance concerning professional development. Assist, and train staff on new rules, regulations, procedures, and programs.	10%
6. Coordinate Financial Aid outreach activities to include Financial Aid presentations on and off campus.	10%
7. Perform other duties as assigned. In-person work on campus is an essential function of this position.	5%

SUPERVISORY RESPONSIBILITIES: Direct supervision of staff assigned to functional area.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Five (5) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Comprehensive knowledge of current financial aid regulations;
- Demonstrated ability to devise and adapt procedures/policies to changing organizational needs;
- Ability to handle multiple tasks and complete various projects within designated deadlines;
- Excellent leadership and organizational skills with the ability to analyze a broad range of problems and considerable reasoning and judgment in planning and coordination of work;
- Excellent communication skills, both written and oral;
- Excellent customer service skills;
- Experience managing and supervising personnel;
- Ability to produce new and innovative ideas to facilitate workflow;
- Ability to establish and maintain effective working relationships;
- Ability to develop and conduct presentations;
- Effective interpersonal and team-building skills.

2. **Equipment Used:** Personal computer, scanning devices, and other equipment associated with an office environment.

3. **Software Used:** Integrated administrative software (e.g., Banner) and various word processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle or feel, and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and move up to 10 pounds and occasionally lift and move up to 25 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior, and skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here represent those an employee encounters while performing this job's essential functions. The noise level in the work environment is usually moderate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*