



POSITION DESCRIPTION

TITLE: Associate Director Student Financial Aid **CATEGORY:** Professional Support
FLSA STATUS: Exempt **GRADE:** F

JOB SUMMARY: Under the general direction of the Director of Student Financial Aid, assist in the overall administration and daily operations of the Office of Student Financial Aid.

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

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Direct and monitor the daily operations of a multi-campus financial aid and Veterans affairs program.	25%
2. Assist the Director in developing and implementing policies regarding Federal, State and institutional programs; ensure compliance with Federal, State and institutional regulations and guidelines; keep staff abreast of current regulations through staff training and development. Participate in various committees, professional trainings, industry conference and conventions.	20%
3. Act as liaison between Financial Aid Department and internal or external entities to include; the Department of Education, The Texas Higher Education Board, other college and university administrators and internal department representatives.	15%
4. Serve as college's Financial Aid reporting official. Supervise the preparation and submission of all federal and state required reports and ensure compliance of reporting deadlines imposed by all affiliated agencies. Represent the department in dealing with internal and external auditors.	10%
5. Represent and perform job duties and responsibilities of Director in his/her absence.	10%
6. Responsible for personnel management activities for assigned staff; including recommendation for employment, promotion, supervision, and evaluation and providing guidance and support concerning personal and professional development.	10%
7. Conduct Financial Aid presentations and workshops on campus and in the community; advise students and parents regarding financial aid programs, application procedures, award packaging, and debt management.	5%
8. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Direct supervision of staff assigned.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree in Business Administration, Management or related field.

EXPERIENCE: Six (6) 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 is required;
- Must have the ability to devise and/or adapt procedures/policies to changing organizational needs;
- Must also be able to anticipate problems and take appropriate action to meet needs or prevent problems from occurring, as well as organize, direct and coordinate functions and tasks within a limited timeframe;
- Excellent written and verbal communication skills;
- Strong interpersonal skills to support effective interaction with students, parents, faculty, staff, administrators and the general public; and excellent listening skills.

2. Equipment Used: Personal Computer, scanner and other equipment associated with an office environment.

3. Software Used: A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. 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 ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/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 are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

POSITION TITLE:

Associate Director Student Financial Aid

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

Effective: 7/1/10

Revised: 2/18/25

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