

University of Houston – Clear Lake

Position Description

Job Title: **Executive Director, Financial Aid/Registrar**

Job Code: **2275**

Pay Grade: **080**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree.	Master's degree preferably in Higher Ed., Student Development, Business, or related field.
Experience	Five years experience in a college/university financial aid office.	At least two years in a supervisory position in a college/university financial aid office. Preferred experience in a Texas public college/university and experience using PeopleSoft. Experience in financial aid packaging to achieve strategic enrollment management goals.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Executive Director is responsible for administration, management, and leadership of a comprehensive financial aid, scholarship and veterans affairs program of approximately \$40 Million in federal, state, private, and local funds. The Executive Director is responsible for interpretation, compliance, and fiscal overview of all programs and management of all office automated systems, and the supervision and training of all staff members. The Executive Director has a strong customer service orientation and provides education and information to on- and off-campus populations concerning the financial aid and scholarship processes. The Executive Director collaborates with other offices to develop and implement financial aid policy and provide seamless and effective admissions, registration, financial aid, scholarship, payment and other related services. The Executive Director also leverages financial aid packaging to achieve enrollment management goals.

Duties and responsibilities	% Time
Engages in strategic planning by setting short and long term goals of the office, establishes policies and procedures, assesses effectiveness of services, and plans and administers the department's annual operating budget. Uses financial aid leveraging to achieve enrollment management goals.	20
Coordinates preparation of fiscal reporting with University administrators, state and federal agencies, and private lenders for all reports and audits to meet required deadlines and to ensure compliance with all governmental and institutional policies.	15
Collaborates with other offices to develop and implement UHCL financial aid policy in accordance with federal and state regulations and to provide a seamless and effective admissions, registration, financial aid, scholarship, payment and other related services to students.	15
Hires, trains, supervises, and evaluates staff members. Meets group on a regular basis to develop teamwork and consults with individuals regarding their respective areas.	10

Provides education and information to on- and off-campus populations concerning financial aid, scholarship, and veteran's affairs processes. Meets with students to resolve conflicts, consider appeals, and determine satisfactory academic progress.	10
Delegates tasks and monitors work flow to ensure timely and accurate processing of financial aid packages. Involves staff in continuous process improvement.	10
Works with UHS PeopleSoft, University Computing and external providers to implement, maintain, upgrade and enhance the computer system including information systems and software packages to enhance customer service, record-keeping, and resource efficiency within the department.	10
Attends financial aid, veteran's affairs, and scholarship conferences and workshops, reads professional literature, and participates in professional organizations to keep current regarding financial aid and to inform staff and University of current issues/changes.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.