

# University of Houston – Clear Lake

## Position Description

Job Title: **Financial Aid Coordinator**

Job Code: **2805**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree preferably in Business, Counseling, Information Systems or related degree, or equivalent combination of educational and professional experience.	Bachelor degree.
Experience	Three years or equivalent experience financial aid experience of total responsibility in one or more federal or state program, counseling students and working with electronic financial aid software.	Two years Financial Aid experience working with students in processing applications and awarding funds. Equivalent will be considered. On hands experience with automated financial aid systems as a daily operation, preferably PowerFAIDS.
License/Certification		

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

### POSITION SUMMARY

**Supervises and coordinates the work of two financial aid specialists to insure deadlines are met and student financial aid and VA applications are processed in a timely manner. Reads federal regulations to determine if office policy and procedures need to be updated and implemented. Counsels students on financial aid and VA programs and awards funds to eligible students. Works with the Director in the assessment of the office policies, procedures and programs, setting office goals and evaluation of staff performance. Represents the office in the absence of the director.**

Duties and responsibilities

% Time

Counsels students on financial aid and VA benefits and eligibility requirements, the application process and informs students about various programs.	25
Supervises two financial aid specialists and serves as the work-study counselor. Coordinates the priorities of these positions to create an effective workflow of the office to insure the meeting of office deadlines and reporting.	20
Verifies financial aid applications and VA claims, corresponds with students, awards financial aid and certifies VA applications.	20
Conducts financial aid and VA presentations upon request from high schools, student organization and other UHCL events. Assists with the review and implementation of financial aid software and training of staff. Supervises the office and represents the Director in the Director's absence. Other duties as assigned.	15
Reads and disseminates financial aid and VA regulations, registers and newsletters. Assists in design, training and use of marketing materials. Reviews financial aid and VA policy and procedures for update and implementation of new federal requirements.	10

Works with the Director in assessment of office policies, procedures and programs, assessment and setting office goals, evaluation of staff performance.	10
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*This position description describes the general qualifications, duties and responsibilities of work being performed.*