

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Director, Financial Aid**

Job Code: **2281**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree preferably in Business, Accounting, Counseling, Information systems or related degree.	Master's degree preferred in Business, Accounting, Counseling or related field.
Experience	Five years or equivalent experience with scholarships and/or financial aid and working with electronic financial aid software.	Hands on experience with automated financial aid systems, preferably PeopleSoft. Experience working with federal aid programs.
License/Certification		

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

POSITION SUMMARY

The Assistant Director, Financial Aid will administer new student scholarships, continuing student scholarships, and external scholarships. The includes but is not limited to:

- Creating and managing timelines to insure deadlines are met for all scholarships**
- Creating and updating scholarship procedures**
- Establishing and reviewing policies by collaborating with scholarship liaisons from all four schools**
- Marketing and advertising new and continuing student scholarships, and advertising external scholarships**
- Creating and conducting scholarship workshops for UHCL students**
- Awarding and disbursing scholarships**
- Reconciling over 200 scholarship accounts**
- Advising school liaisons of available funding**
- Select and train minimum of 30 staff and faculty on scholarship rating system**
- Supervise 1-2 student assistants**
- Counsel faculty on specific issues such as admin grants and creating new scholarships**
- Counsel students (and external donors) on how scholarships work in conjunction with other financial aid programs and other financial aid issues**
- Complete state reporting requirements for certain programs (e.g. 5th Year Accounting Scholars, Americorps, Early High School Graduation, etc.)**
- Serve as Committee Chairperson for TPEG International, Undocumented Student, Emergency Grant committee, and General Scholarship committee**
- Represent Office of Student Financial Aid and/or deliver financial aid presentations at workshops, conferences, New Student Orientation, Open House and other recruiting events, etc.**

Duties and responsibilities

% Time

Administer new student scholarships, continuing student (UHCL) scholarships, and external scholarships (including application, selection, awarding, disbursement).	40
Reconcile all scholarship accounts	20
Meet with students daily to resolve scholarship issues. Communicate with university personnel (e.g. University Advancement, Schools, Cashier, Admissions) regarding scholarship issues, endowment criteria, etc. including designing and developing scholarship marketing materials. Reviews	20

<p>scholarship policies and procedures to keep them up to date, and implement changes as needed. Represent Executive Director on all scholarship matters in Executive Director's absence, or as otherwise assigned.</p>	
<p>Complete reporting of scholarship data to several internal and external (e.g. Coordinating Board) entities.</p>	10
<p>Create and deliver financial aid and/or scholarship presentations to students regarding scholarship application processes.</p>	10

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