

JOB INFORMATION

Effective Date	4/27/2023
Job Code:	2231
Job Title:	Assistant Director, Student Business Services
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Finance & Accounting
Job Family:	Finance & Accounting
Job Summary	The Assistant Director will support the Director by overseeing all aspects of daily operations which include but not limited to payment plans, loans and collection of past due student receivables and supervising receivable activities for Clear Lake and Pearland campuses. In addition, with the newly added focus and activities related to enrollment management and retention the Assistant Director will provide professional guidance and offer ideas for process improvements and efficiencies.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Degree in Finance, Accounting, or a related field.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Minimum of five years of experience with student accounts and financials.	Required	
Less than 3 yrs	Two years of PeopleSoft Student Financials experience as well as supervisory experience.	Preferred	
Some	Three years of supervisory experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Must have a thorough working knowledge of the Texas Education Code and various regulations relating to tuition and other Student Business Services tasks. 	Skilled
<ul style="list-style-type: none"> Knowledge of the cashiering functions and ability to train others. 	Proficient
<ul style="list-style-type: none"> Must have excellent verbal, written, interpersonal, and customer service skills as well as the ability to effectively communicate and interact with all levels of university personnel and external customers. 	Skilled
<ul style="list-style-type: none"> Skills in MS Office Software (Word, Excel, PowerPoint) and Adobe Acrobat. 	Skilled
<ul style="list-style-type: none"> Must have analytical skills used to compare rate, ratio and percentages. 	Skilled
<ul style="list-style-type: none"> Excellent planning, organizational, problem solving, written and oral communication skills as well as innovative thinking skills. 	Skilled
<ul style="list-style-type: none"> Ability to organize, prioritize tasks, handle interruptions, meet deadlines, and maintain confidentiality. 	Proficient
<ul style="list-style-type: none"> Must possess strong leadership and management skills. 	Skilled
<ul style="list-style-type: none"> Must be self-motivated and have initiative to identify and develop new strategies and ideas to improve the overall efficiency and effectiveness of Student Business Services activities. 	

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Oversees and assists in student retention (enrollment management) and provide ideas and/or improvements where needed. 	20%
<ul style="list-style-type: none"> Assists Director in all SF term set up in PeopleSoft, tuition and fee table set-up, on-line calculator, 1098T process to include processing, generating and testing. 	20%
<ul style="list-style-type: none"> Oversees all student orientations and any events on campus; responsible for presenting and staffing for events as well as attending any orientation meetings, trainings and conferences available to provide excellent customer service. 	15%
<ul style="list-style-type: none"> Oversees daily operation of cash office including deposit activities; supervises support staff ensuring compliance with universities policies, and various state and federal regulations. 	10%
<ul style="list-style-type: none"> Assists in preparing required federal, state, institutional financial reports including but not limited to IPEDS, ECSI. 	10%
<ul style="list-style-type: none"> Oversees student account reconciliations, prepare monthly Perkins reconciliation, ensures accurate daily receipting and reporting. Responsible for fixed-rate eligibility. 	5%
<ul style="list-style-type: none"> Responsible for attending and reviewing accounts at all student appeal meetings (weekly). 	5%
<ul style="list-style-type: none"> Assists with Image Testing as needed. 	5%
<ul style="list-style-type: none"> Attends all SBS relating meetings when Director of SBS is unavailable. 	5%
<ul style="list-style-type: none"> Performs related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No

Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description