University of Houston ◢ Clear Lake

Assistant Director- Financial Aid
Job Description

JOB INFORMATION

Effective Date	2/8/2022
Job Code:	2281
Job Title:	Assistant Director- Financial Aid
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Enrollment Management
Job Family:	Financial Aid
Job Summary	The Assistant Director of Financial Aid coordinates all scholarship activities including but not limited to, managing scholarship application process, coordinating committees, and awarding all scholarships in PeopleSoft. Manages all scholarship regulations and works with diverse populations and levels throughout the university. Position serves as vital leadership role within the Financial Aid office, and helps advise and administer all other financial aid programs. Speaks with students and parents and awards financial aid.

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		Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Three years of experience in Financial Aid at a higher education institution.	Required	
Some	Three years of experience with Scholarship Administration.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of financial aid program regulations and student eligibility.	Proficient
• Knowledge of Scholarship management and donor scholarships.	Skilled
• Knowledge of recruitment cycles.	Skilled
• Working knowledge and ability to use Microsoft Office, specifically Excel and Power Point.	Proficient
• Ability to use PeopleSoft Administration.	Proficient
• Ability to analyze and positively change policies and procedures.	Skilled
• Ability to lead and coordinate processes within a team.	Skilled
• Ability to disseminate information to all levels; including administration, colleagues and students.	Proficient

JOB RESPONSIBIILTIES

Campus Security Authority   ☐

Remote Work Capable   ☐

Essential Functions

Essential Function	% TIME
• Coordinate application process within PeopleSoft for students to apply for Scholarships	20%
• Coordinate committees to determine students eligibility and award scholarships.	20%
• Process scholarship awards through posting in PeopleSoft.	10%
• Advise and award student population.	15%
• Advise students, parents, and campus community on availability of scholarships and financial aid.	10%
• Provide marketing needs to promote all scholarships and deadlines.	10%
• Coordinate all outreach events, including providing presentations for key university events.	10%
• Other 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	

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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
5%	Student events as needed.

Assistant Director- Financial Aid   07/14/2022