

The University of Texas at San Antonio

Job Description

Job Title: Financial Aid & Scholarships Officer II
Code: 13046
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Financial Aid & Scholarships/Student Affairs
Reports To: Senior Financial Aid & Scholarships Officer

Summary

- Function: Administers and processes for specific financial aid programs including some high profile programs.
- Scope: Responsible for decision-making processes requiring initiative and judgment in responding to individual needs of students, for administration of one or more financial aid & scholarship program areas and the development of information and reports required. This will include specializing in specific programs and developing, implementing and coordinating projects and recommendations.

Duties

- Typical:
 1. Uses discretion and independent judgment to advise and counsel students and parents in solving their educational financial problems through scholarships, loans, grants, work-study and financial counseling. Responds to questions & counseling needs in person and by written, phone and email means when needed.
 2. Processes financial aid & scholarship applications, awards and disburses funds, tracks and monitors student eligibility as needed
 3. Responsible for processing specific high profile financial aid & scholarship programs
 4. Responsible for processing through Common Origination and Disbursement (COD) that may include transfer monitoring, PELL processing and Student Loan Processing
 5. Performs professional judgement decisions on student files, collecting supporting documentation and making adjustments as needed. This may include satisfactory academic progress appeals, cost of living adjustments, dependency overrides or any other extenuating circumstance presented by the student and/or parent.
 6. Awards, revises and/or approves the awarding of financial aid & scholarships through the specific controls of program policy and guidelines
 7. Assists with conducting on and off campus presentations, seminars, resource

<p>tables and/or workshops for students</p> <ol style="list-style-type: none"> 8. Uses independent judgment to provide support to colleges and departments as needed 9. Researches rules, regulations and peer programs to abreast of regulations that govern all financial aid & scholarship programs. Interprets and maintains knowledge of current federal, state and institutional policies, procedures and regulations pertaining to financial aid and scholarships. 10. Participates in the review, revision and interpretations of complex rules, regulations, procedures and policies related to financial aid and scholarships and team specialty areas. Provides assistance and guidance to other financial aid staff to ensure that processing activities adhere to established policies and procedures. 11. Assists in developing and revising financial aid consumer information material, publications and brochures for currently enrolled students, prospective students and their parents, colleges, departments and the university community. <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Provides periodic reports as needed to leadership 2. Attends state and regional meetings/conferences as necessary 3. Participates in committees and/or task forces across campus as necessary 4. Serves as mentor when needed

Education

Required	Preferred
Bachelor's Degree from an accredited institution	Master's Degree from an accredited institution

Other Requirements

Required	Preferred
Effective written and verbal communication skills, multi-tasking skills, flexibility, and the ability to work cooperatively with others in a dynamic environment.	N/A
Group and individual presentation and meeting facilitation skills required	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Two years of financial aid, scholarships, student lending, financial aid and/or enrollment management/services experience. Master's Degree can substitute for one year of experience.	Two years of financial aid and/or scholarships experience

Equipment

Required	Possible
Personal computer and standard office equipment	N/A

Working Conditions

Usual	Special
Normal office conditions. Some evening and weekend hours may be required. Occasional travel.	N/A

Supervision

Received	Given
Senior Financial Aid & Scholarships Officer	Indirect supervision to staff for programs or student employees when needed.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.