

The University of Texas at San Antonio

Job Description

Job Title: Financial Aid & Scholarships Officer I
Code: 13047
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Financial Aid & Scholarships/Student Affairs
Reports To: Senior Financial Aid & Scholarships Officer

Summary

- Function: To provide professional knowledge, advice and counseling skills regarding student financial aid programs.
- Scope: Responsible for decision-making process that requires initiative and judgment related to financial aid & scholarship processing and to meet needs of students and parents.

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. 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.
 4. Awards, revises and/or approves the awarding of financial aid & scholarships through the specific controls of program policy and guidelines
 5. Assists with conducting on and off campus presentations, seminars, resource tables and/or workshops for students
 6. Uses independent judgment to provide support to colleges and departments as needed
 7. Stays 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.
 8. Participates in the review, revision and interpretations of complex rules, regulations, procedures and policies related to financial aid and scholarships and

<p>team specialty areas.</p> <p>9. 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> <ul style="list-style-type: none"> • <u>Periodic:</u> <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

Education

Required	Preferred
Bachelor's Degree from accredited university	Master's Degree from accredited university

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
One year of experience in finance, customer service or working with students OR two years of experience as a student employee in financial aid, scholarships, student lending, one stop and/or enrollment management. Master's Degree can substitute for required experience.	One year of higher education experience to include financial aid and/or scholarship.

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	N/A

travel.	
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Supervision

Received	Given
Senior Financial Aid & Scholarships Officer	N/A

Accuracy

Proficiency in all phases of the duties performed.
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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.
