

JOB INFORMATION

Effective Date	8/15/2021
Job Code:	2277
Job Title:	Assoc Dir, Financial Aid
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	M2 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Enrollment Management
Job Family:	Financial Aid
Job Summary	Under the direction of the Executive Director of Scholarships and Financial Aid, and under the division of Strategic Enrollment Management, the Associate Director provides vigorous leadership of all Student Financial Aid and Scholarship operations. The successful candidate is responsible for policy development, implementation, and long-range planning that advances the university's goals, mission and vision. This position will be responsible for assisting the Executive Director in developing new processes and programs to assist students. The Associate Director creates an environment that promotes and celebrates a positive customer service experience for all entities.

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	Business, Accounting, Counseling, Higher Education, Information systems or other related degree	Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	developing and managing financial aid processes within PeopleSoft	Required	
Progressive	experience training staff or other constituents on financial aid programs and resources	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Knowledge of Federal & Texas State financial aid programs, regulations. and reporting	Proficient
• Knowledge of PeopleSoft	Proficient
• Knowledge of scholarship administration (includes institutional and donor)	Proficient
• Skills in Microsoft Office, specifically Word, Excel, & PDF	Proficient
• Skills in developing PeopleSoft business processes that match financial aid needs	Proficient
• Use of reporting systems; including MOVEit DMZ, EdConnect	Proficient
• Excellent leadership qualities to manage multiple professional financial aid staff	Proficient
• Excellent customer service skills and set/manage customer service expectation of dept.	Proficient
• Flexibility and ability to create process change in short turnaround	Proficient
• Be able to analyze trend and propose changes to better SEM division and UHCL	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Provide leadership for financial aid daily and long-term operations. In absence of Executive Director, will have decision-making authority.	40%
• Provide leadership to implement and facilitate financial aid processes within the PeopleSoft system; including but not limited to: Aid year rollover/set-up; packaging; state and federal reporting, direct dissemination of marketing and university materials.	20%
• Supervise and coordinate processes within the financial aid team to ensure accurate and timely awarding and disbursement of all funds. Set and meet deadlines.	20%
• Participate in goal-setting and policy development initiatives for the financial aid department as well as Strategic Enrollment Management. Manages effective and consistent training opportunities for staff as well as stakeholders, including but not limited to: Admissions, SEM staff/colleagues, and High School Counselors.	15%

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
5%	