

ASSISTANT DIRECTOR OF STUDENT FINANCIAL AID

GENERAL STATEMENT:

Perform duties of a routine or semi-routine nature within the financial aid office.

REPORTS TO:

Director of Student Financial Aid and Veteran's Services

OCCUPATIONAL GROUP:

Para-Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associates Degree required; Bachelor's Degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years experience in Financial Aid or related field preferred. Two (2) years experience in Financial Aid or related field required.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Assist director of student financial aid and veteran's services in preparation of forms, reports, and any paperwork necessary.
- Supervise office personnel in the absence of the Director.
- Responsible for administration of all campus-based programs, i.e. SEOG, TPEG, TEXAS Grant, TEOG, THECB Scholarship programs, Federal College Workstudy and TEXAS College Workstudy.
- Responsible for all aspects of any scholarships.
- Provide financial information to students and parents.
- Assist students with preparation of and/or corrections to their financial aid forms.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

ASSISTANT DIRECTOR OF STUDENT FINANCIAL AID

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 10/01/09

JD243A