



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/14
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Financial Aid for Compliance

JOB SUMMARY

This position is vital to the success of the financial aid office. Supervisory and administrative work is performed in the areas of compliance with federal and state financial aid regulations, policies, and procedures, institutional policies and procedures, NCAA policies and procedures, and control of the financial aid awarding budget. Manages all compliance activities including the development, documentation, updating, and validation of all procedures and policies. Validates compliance in all areas and for all programs on a regular and random basis to drive a culture of regulatory excellence within the Financial Aid Office. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Director, Financial Aid

Supervises: Financial Aid Counselors, Financial Aid Advisors, Financial Aid Assistants, and Student Assistants.

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides leadership for federal, state, private, and institutional financial aid compliance issues.
- Keeps current on all financial aid regulations and policies by subscribing to list-servs, reading all financial aid regulations, policies, and procedures that are distributed by federal, state, and institutional sources, networking with other financial aid officers, and attending workshops, conferences, and seminars.
- Develops, coordinates and supports policies, procedures, systems and controls as necessary in light of changing organizational needs, changes in federal and state regulations, and changes in institutional policies.
- Manages and maintains consumer information in accordance with federal guidelines.

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- Trains all new staff on financial aid and loan information.
- Maintains master calendar of all federal, state and agency reporting dates and ensures compliance.
- Manages NCAA financial aid compliance requirements. Develops a comprehensive financial aid compliance program including rules, education, manuals, and the management of NCAA Compliance software. Monitors funding for federal and state financial aid programs.
- Plans, develops, and implements annual internal program audits that evaluate the accuracy of information and internal controls, the degree of internal and external risk, the potential exposure and the degree of compliance with all applicable internal and external guidelines, policies, and regulations.
- Works directly with auditors while they are on campus and through online audits.
- Coordinates with the Director and Associate Director to develop, implement and maintain internal controls and procedures across the campuses to minimize risk exposure.
- Coordinates communication and information access for internal, state and federal auditors.
- Follows up on audit recommendations to assure correction of deficient or exposed areas previously reported, and implementation of agreed-upon corrective action.
- Works with the Dallas and Houston Campus Managers to ensure consistent training of One Stop Center staff.
- Develops and oversees the community service requirements of the College Work study program. Works to expand work study community service opportunities and off-campus work study contracts.
- As part of the Financial Aid Office Leadership Team, collaborates and sets objectives and goals for the Financial Aid Office; seeking to improve current processes to effectively serve students in meeting their educational goals.
- Meets with the Financial Aid Leadership Team to strategize and resolve problems that arise within the department.
- Supports campus outreach programs by performing financial aid presentations on and off campus.
- Coordinates activities and teamwork between Financial Aid, Bursar's, Admissions, and Admissions Processing to ensure compliance with federal and state regulations and policies.
- Participates in various committees and other team meetings, as assigned by the Director or Associate Director.
- Conducts financial aid appointments, assists students with financial aid applications, counsels and advises students and parents regarding available financial aid programs. Assists in the preparation and validation of student awards.
- Performs reviews for professional judgment.
- Reviews Satisfactory Academic Progress appeals
- Coordinates and manages default prevention programs.
- Responsible for the Financial Aid Office in the absence of the Director and Associate Director.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the

performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration or related field. Master's degree preferred.

EXPERIENCE

Five years of mid-level financial aid experience required, three years of financial aid management experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- In-depth knowledge and understanding of current needs analysis methodology and federal and state financial aid program guidelines.
- Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.

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- Ability to perform mathematical calculations and/or verify information accurately.
- Working knowledge of office practices and methods.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.