



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 04/18  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Director, Financial Aid

### ***JOB SUMMARY***

The Director of Financial Aid is responsible for the administration of all financial aid programs for the University including financial aid operations on all extended campuses. This institution seeks a strategic thinker who is flexible, nimble, and can work very well with employees and students alike. This individual provides leadership and support for all student financial aid operations, including, but not limited to, funds management, NCAA athletic financial aid compliance, university financial aid compliance, policy analysis/planning, processing operations, financial aid counseling and information to students, maintenance of federal and state financial aid interfaces and processes, and advisory support for scholarship awarding and donor stewardship. Work is performed under minimal supervision with a broad latitude for initiative and independent judgment and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Vice President for Enrollment Management

*Supervises:* Associate Director, Assistant Director for Compliance, and Secretary, as well as ultimate responsibility for the Financial Aid staff

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

- Directs the awarding of federal, state, institutional, and private student financial aid.
- Directs the completion of federal, state and institutional reports concerning funding requests, financial aid expenditures and the distribution of financial aid.
- Establishes and maintains policies and procedures for the effective delivery of financial aid to students.
- Maintains compliance with federal, state, institutional and NCAA policies and procedures and regulations.
- Prepares fiscal reports, funding requests, and demographic studies.

- In the role as Director of Financial Aid, this individual serves as the resident expert on funding agency rules and regulations.
- Develops and provides training on identification of funding sources for financial aid and related audit and budget procedures.
- Provides cross training to Division of Enrollment Management on financial aid regulations, processes, and issues.
- Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups which serves to communicate information regarding services, programs, areas of opportunity, and/or other information.
- Represents the assigned area on committees, advocacy groups, and other related groups.
- Prepares, reviews, and approves a variety of multifaceted information, including data, forms, schedules, calendars, and reports; makes programmatic decisions based on findings.
- Recommends institutional policy changes to campus administration as needed.
- Researches federal or state regulations.
- Drafts responses to external agencies concerning financial aid programs.
- Develops and maintains a Default Aversion Program and directs the federal, state, and institutional student loan collections program.
- Provides advisory level support to merit/endowment scholarship awarding, assists with the development of scholarship system efficiency and timely services, and serves on the TWU General Scholarship Committee.
- Provides support through counsel and data for stewardship through institutional advancement.
- Serves on the One-Stop leadership team to enhance enrollment and timely services.
- Responsible for special projects as may be assigned by the Vice President for Enrollment Management.
- 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 a related area.

## **EXPERIENCE**

Five years of progressively responsible experience in student financial aid. Prefer experience in an institution of higher education in Texas.

## **REQUIREMENT**

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

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

- Ability to plan, direct, and evaluate a complex operation, using human resources, 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 the 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 allocate 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 use a personal computer and other office equipment, including university related software and email.

## **PREFERRED** – understanding, and application of:

- Knowledge of SEM principles
- Understanding of Financial Aid leveraging

## **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:** \_\_\_\_\_

***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.***