

## Sam Houston State University Human Resources

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### Staff Classification Description – Financial Aid Assistant III

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**Skill Category:** Clerical  
**Position (Employee) Class:** 5N202 (N1)  
**Grade:** 6  
**Date:** 09/2014

**Department:** Financial Aid

**Educational & Experience Requirement:** High School graduate or G.E.D. equivalent with a minimum of four (4) years relevant clerical experience is required. Financial aid or other university-related work experience would be helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Coordinates the Financial Aid Pell Grant Program and Need Analysis Verification procedure.

**Supervision Given & Received:** Works under close supervision and may supervise student assistants.

**Primary Responsibilities:** Interviews financial aid applicants and their parents to obtain data and to explain the verifications requirements. Oversees methods of requesting and collection of necessary data. Conducts the verification process of all data and required documentation, including tax information. Verifies special circumstances for completeness and accuracy. Reviews citizenship and selective service requests. Processes Texas Application for State Financial Aid (TASFA). Determines the initial financial eligibility. Reviews financial aid folders for completeness and accuracy. Supervises the data entry of required information. Performs other related duties as assigned.

**Other Specifications:** Requires computer skills, ability to work front counter and answer telephones for extended periods.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**