

Sam Houston State University Human Resources

Staff Classification Description – Financial Aid Technical Analyst

Skill Category: Tech/Para-Professional
Position (Employee) Class: 4N535 (N1)
Grade: 11
Date: 10/2014

Department: Financial Aid

Educational & Experience Requirement: Bachelor's degree in Computer Science, Business, Mathematics, Statistics, Management Information Systems, or related field. Courses in Computer Science would be helpful. Two (2) years professional experience in a college or University Financial Aid Office preferably in office automation and/or data analysis or other related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Assists the Senior Financial Aid Analyst in the analysis of office automation needs of the financial aid office including implementing and testing of regulation updates and new requirements. Assist in the communication between the financial aid office, other university departments and outside agencies as the communication relates to programming needs.

Supervision Given & Received: Receives minimum supervision from the Senior Financial Aid Analyst. Supervises one or more student employees as assigned. May partially direct one or more Financial Aid Assistant(s).

Primary Responsibilities: Will be a part of the user analysis team responsible for communication between the financial aid office, the university Information Technology (IT) department, and the software vendor; assist the senior analyst with the communication of departmental requirements into programming system specifications; assist with the documentation and training for new implementations; assist with the performance testing of programs and subsystems; and may assist with specific special projects. Assist in the maintenance of the automated record retention processes of all aid applicant records. Train staff on the use of automated presentation software and assist in the production of presentations. Serve on committees as needed. Design, implement, and maintain SQL queries and rules to automate Financial Aid programs. Research, interpret, and communicate Federal/State regulations as needed for implementation and upgrading software and processes. Assist in developing and refining business processes for efficiency and effectiveness through automation. Prepare weekly, monthly, and annual reports for administrative decisions and federal requirements. Test and implement software updates. Work with Information Technology staff to design and test UC4 jobs. Maintain documentation including procedures and user manuals. Performs other related duties as assigned.

Other Specifications: Working knowledge of full ERP systems (Banner); functional and technical knowledge of Banner Financial Aid module. Highly independent work ethic. Possess ability to identify and resolve issues. Working knowledge of ancillary programs such as UC4, COGNOS, DLTools, EDConnect, and ELM. Experience with SQL, programming techniques and concepts, and normalized databases. Ability to work as a team member with excellent verbal and written communication skills. The incumbent should demonstrate knowledge and understanding of large student information systems and automation products. Requires exceptional written and oral communication skills along with a good eye for detail and strong organizational and time-management skills. Working hours may vary as required, including evenings and weekends.

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.