

Sam Houston State University Human Resources

Staff Classification Description – Financial Aid Assistant II

Skill Category: Clerical
Position (Employee) Class: 5N201 (N1)
Grade: 5
Date: 10/2014

Department: Financial Aid

Educational & Experience Requirement: High school graduate or G.E.D. equivalent with a minimum of three 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 application procedures and make procedural and student eligibility recommendations to the Director and Assistant Director.

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

Primary Responsibilities: Reviews financial aid folders for completeness and accuracy. Reviews academic transcripts for student's academic progress compliance. Posts awards to data card files. Reviews award letter for student acceptance or declination of aid award. Coordinates cancellation of declined or denied awards with the individual program processor. Supervises the drop and add process. Performs other related duties as assigned.

Other Specifications: May require the ability to type and use 10-key calculator by touch.

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.