

## Sam Houston State University Human Resources

---

### Staff Classification Description – Financial Aid Assistant I

---

**Skill Category:** Clerical

**Position (Employee) Class:** 5N200 (N1); 5N206 (N2)

**Grade:** 4

**Date:** 03/2015

**Department:** Financial Aid

**Educational & Experience Requirement:** High school graduate or G.E.D. equivalent. Two years of experience in a related field is required. Financial Aid experience helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs clerical duties of a varied and complex nature which require some experience and the occasional use of independent judgment.

**Supervision Given & Received:** Works under close supervision of the Assistant Director of Student Financial Aid and Scholarships.

**Primary Responsibilities:** Performs clerical and accounting tasks. Serves as a receptionist for the office providing routine information to the public and other Sam Houston State University departments. Maintains moderately complex files, types routine reports and correspondence, scans, and enters data into the computer. Performs other related duties as assigned.

**Other Specifications:** Position requires the ability to scan and use other office equipment (e.g. copiers, facsimile, calculators). Computer skills required to include word processing. Experience with Financial Aid Software helpful.

**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.**