



University of Houston-Downtown Job Description

Job Title: Assistant Director, Processing
FLSA Category: Exempt
Grade: 26
Job Code: 2336

DUTIES

Job Summary: Plans, organizes and administers the systems, technology, and operations of the Office of Scholarships and Financial Aid

Duties and Responsibilities:

- Monitors the processing, reporting and reconciliation of various federal programs
- Assists in reconciling accounts and preparing data for federal and state reports
- Develops and implements procedures, forms, and reports in order to assure compliance with federal, institutional and state guidelines for management and reporting financial aid programs
- Assists in the maintenance of policy and procedures manual
- Ensures counselors adhere to regulatory requirements
- Assists in the packaging and disbursement of funds
- Oversees the loan processing components
- Maintains the Financial Aid Imaging system
- Administers professional Financial Aid development and training for staff
- Serves as liaison between the financial aid office and other University departments
- Supervises employees

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree

Experience: Minimum of three (3) years of professional experience in a college or university financial aid office with direct management of Federal Title IV and State of Texas programs; and three (3) years of supervisory experience.

Five (5) years of professional financial aid experience, as required above, may be used in lieu of a Bachelor's Degree and three (3) years of supervisory experience

Licenses/Certifications: None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions	Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.
Physical Effort	Position is physically comfortable; individual has discretion about walking, standing, etc.
Physical Risk	Work environment involves minimal exposure to physical risks.