

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT DIRECTOR, FINANCIAL AID

Reports To: Designated Supervisor

UW Job Code: 3922

UW Job Family: 35 - Student Service Management Support

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 21

Date: 4-1-95 (revised 7-1-02; 1-23-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Analyze student financial data; provide related counseling services for students and parents; award financial assistance to eligible students and assist in the administration of the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and control processing of student financial aid applications; analyze student eligibility for financial aid and award funds.
- Counsel students, potential students, parents and University personnel regarding available sources of aid and eligibility requirements; assist students in budgeting resources.
- Administer designated scholarships, loans and/or grant programs; authorize payments; may monitor and supervise work-study program.
- Provide computer input data relative to financial aid, interpret, and evaluate systems and output.

SUPPLEMENTAL FUNCTIONS:

- Keep abreast of changes and interpret federal, state and other financial aid regulations/requirements.
- Attend conferences and workshops applicable to student financial aid; travel to present seminars, information sessions and other programs for students, prospective students and parents.
- Recommend hiring; train, assign, supervise, and evaluate designated support staff.

COMPETENCIES:

- Influence
- Attention to Detail
- Technical/Professional Knowledge
- Formal Presentation Skills

- Consistency
- Strategic Planning

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Business Administration or a related field**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Federal laws and regulations including the Higher Education Act of 1965, the Privacy Act, the Buckley Amendment, and U.S. Department of Education Student Financial Aid Handbook.
- Student financial aid application processes and procedures.
- Financial aid awards.
- Program administration and assessment.
- Student and parent counseling techniques and guidelines.
- Student financial aid eligibility and requirements.
- Computer systems utilized in designated areas and related hardware and software.
- Report generation and statistical analysis.
- Staff hiring procedures.
- Budgeting, cost estimation, and fiscal management principles and policies.
- Work-study program administration.
- Customer service principles, techniques, systems, and standards.
- Policy development and modification.

Skills and Abilities to:

- Effectively communicate with students and other customers.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Organizing resources and establishing priorities.
- Work effectively with a wide range of constituencies in a diverse community.
- Develop, plan, and implement short- and long-range goals.
- Communicate effectively, both orally and in writing.
- Use personal computers and related software applications.
- Foster a cooperative work environment.
- Employee development and performance management skills.
- Develop and maintain recordkeeping systems and procedures.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Effectively resolve problems.
- Manage time effectively.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

DISTINGUISHING FEATURES:

Assistant Director: The Assistant Director assists the Unit Administrator with the operational, financial, and personnel functions of the unit or directs a specified entity within the unit.

Associate Director: The Associate Director level acts with full-delegated authority as Director. As the Unit Administrator directs the operational, financial, and personnel functions of the unit including financial planning and management and strategic planning, hiring, firing, grievances and conflict resolutions, employee evaluations. The majority of support staff report directly to this level. The Associate Director level is the senior level and direct successor to the Unit's Appointing Authority in their absence.

In a Unit with both an Associate Director and Assistant Director Level: The Associate Director level is the level with a much broader scope of responsibility and is called upon to "act as Director with full decision-making authority in their absence." In a Unit with only one level (either an Associate Director or an Assistant Director), whichever level is present may be called on to temporarily "act on behalf of Director in their absence, as directed."

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.