

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Financial Aid Manager **SALARY GRADE:** HU-11
DATE REVISED: December 1, 2014 **EEO CODE:** 02
JOB CODE: 4089 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes]

BASIC FUNCTION: The purpose of this position is to perform professional financial management and counseling for the assigned department. The Financial Aid Manager has primary responsibility for evaluating the financial needs of the students within the department.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others and assigning and reviewing their work. May also be responsible for acting in a lead or senior capacity over other positions performing essentially the same work or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: Internal contacts include executives, administrators, faculty, students and staff of the department and the University at large. External contacts include U.S. Department of Education, other appropriate agencies, lenders, parents and the general public.

PRINCIPAL ACCOUNTABILITIES:

Coordinates the planning, goal setting and evaluation of the financial aid process and operations of all areas in the Financial Aid Office of the department.

Conducts entrance interviews with students prior to the disbursement of aid.

Responsible for awarding financial aid and ensuring compliance with all federal and institutional policies.

Provides financial aid counseling for prospective and current students on financial aid eligibility, cost of attendance budgets, policies, procedures and financial aid problems.

Meets with students to tailor programs to their particular needs and situations.

Performs financial aid packaging, repackaging, counseling and problem resolution.

Reviews needs analysis. Counsels and advises students about financial aid application procedures, program costs, indebtedness, money management and financial planning.

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Performs analytical research that supports the development of packaging strategies; and maintenance of all financial aid records.

Reviews and implements changes and recommendations related to departmental policies and procedures to increase efficient operations and to meet changing regulatory requirements.

Reviews awards to ensure compliance with federal regulations, e.g., resolution of over awards, etc

Serves as liaison among all University departments and the central Financial Aid Office in coordinating policies and guidelines relative to the department's financial aid programs.

Interprets federal regulations, guidelines and professional literature on financial aid and informs staff of changes and modifications.

Collects and analyzes data from students to determine aid eligibility and makes general awards subject to federal and institutional guidelines. Counsels students and parents.

CORE COMPETENCIES: Considerable knowledge of the principals, practices and methods of: administration and management of financial aid programs, government donor and/or institutional rules, regulations and guidelines

Knowledge of personal computers and accompanying word processing, database, spreadsheet and presentation software as well as standard office equipment

Communications skills with competence in both oral and written English and the ability to develop and deliver public presentations.

Good leadership skills with the ability to train, delegate to and supervise others in the financial aid operations.

Ability to work cooperatively with individuals and organizations both inside and outside of the University, including students from various backgrounds.

Ability to accomplish detailed tasks and follow a system of procedures and timetables.

Ability to perform calculations, prepare concise reports; prioritize and organize work of unit effectively; and provide a high level of customer service and professionalism.

Ability to maintain harmonious working relationship with staff, students, faculty and University officials and the general public.

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MINIMUM

REQUIREMENTS: Bachelor's Degree in Finance, Business Administration, or related field with 2-5 years of related experience. 10 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____