Florida Agricultural and Mechanical University
UNIVERSITY SUPPORT PERSONNEL SYSTEM
POSITION DESCRIPTION

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<tr>
<th>1. Division:</th>
<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
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<tbody>
<tr>
<td>Student Affairs</td>
<td>(___) Establishment</td>
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<td>7. Effective Date:</td>
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<td>Student Financial Aid</td>
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<td>11. On-Call:</td>
<td>12. Lead Worker:</td>
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18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of the time.

**ESSENTIAL FUNCTIONS:**

25% The incumbent in this position serves as the Administrative Support person for the Director of Financial Aid. Responsible for internal and external correspondence for the Director. Shall screen all incoming calls, visitors, and clients who make contact with the Director. Represent the Director at official meetings/functions at his request.

20% Responsible for the initial screening and processing of all mail that is directed to the attention of the Director of Student Financial Aid and shall make first-line decisions regarding the forwarding and distribution of correspondence to other staff members for appropriate actions/responses. Shall compose and sign routine correspondence for the Director.

20% Responsible for the preparation (data gathering) and initial analysis of complex and detailed internal/external reports, presentations, surveys, and other public relations and informational documents to be shared with students, faculty, staff and all other public and private clients and constituents of the Student Financial Aid Office. Shall serve as the departmental liaison for the initial content development, updating and management of the Office website.

10% Maintains the Directors calendar by scheduling all appointments, conferences and other activities. Processes travel request, reimbursement forms and other related documents for the Director.

10% Maintains the official files for the Office of the Director which shall include internal as well as external documents (i.e. U.S. Department of Education, Florida Department of Education, other state funding agencies, private funding entities, etc.) Maintains files on all internal communications that pertain to the overall administration of the Student Financial Aid Office.

5% Assist Office Manager in receiving incoming calls as needed.

5% Assists with development and justification of operating budget requests.

**MARGINAL FUNCTIONS:**

5% Shall provide supervision for two student employees assigned to the Office of the Director and shall be responsible for the recruitment, selection and training of these individuals.

Shall perform other related duties as required.
Position _______

19. **Subordinates:** List class codes, official class titles, and position numbers for each position that reports directly to this position.

Supervision of a minimum of two student assistants.

20. **Supervisor's Position Number:** 17346  
   **Class Code:** 9428  
   **Class Title:** Director, Student Financial Aid

21. **Working Hours:**
   a) Daily from 8:00 am to 5:00 pm  
   b) Total hours per week 80

   c) Explain any variations in workweek, split shifts, on-call status, or rotations.

   Work hours may vary during peak periods of processing student financial aid files to include some nights and weekends.

22. **Knowledge, Skills, and Abilities:** List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

   Excellent oral and written communications skills
   Proficient in the use of standard computer operations systems (i.e. Microsoft Office, Word, Excel, PowerPoint, etc)
   Skills in organizing and managing complex and detailed office filing and correspondence systems processes
   Excellent customer service skills
   Ability to evaluate, plan, organize and manage work flows and make priority decisions regarding work outcomes
   Ability to perform detailed/complex mathematical calculations and initial analysis of data outcomes
   Skills in composition, reviewing, and editing of detailed, letters, correspondence and reports
   Knowledge of university administrative policies and procedures

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:** Please review statements below check all that apply.

   __This position requires a background check and/or fingerprinting, Florida Statutes.
   __This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   __This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   __This position requires licensure, certification or other special requirements described below.

24. **Signatures:** I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

   Name of Incumbent (Print)  Signature  Date

   Name of Immediate Supervisor (Print)  Signature  Date

   Name of Reviewing Authority (Print)  Signature  Date
   (Vice President, Dean, Director, Department Head or other administrative Officer)

25. **University Personnel Relations Office Review:**

   Assistant Vice President, Human Resources  Date