Florida Agricultural and Mechanical University
UNIVERSITY SUPPORT PERSONNEL SYSTEM
POSITION DESCRIPTION

1. Division: Student Affairs

2. Transaction Type:
   ( ) Establishment  ( _ ) Update  ( X ) Transfer
   ( ) Reclassification

3. Position Number:

4. School/College

5. Department Number: 040 50 0000

6. Budget Entity:

7. Effective Date: (Personnel Use Only)

8. Department: Student Financial Aid

9. FTE: 1.00

10. Pay Plan:

11. On-Call:

12. Lead Worker:

13. Subsection: PRES

14. Class Code: 4264

15. City Tallahassee

16. County Leon

17. Class Title:

ESSENTIAL FUNCTIONS: Responsible to the Assistant Director, Student Financial Aid or appropriate administrator in Student Financial Aid. Responsible for interpreting student financial aid administrative rules and policies and for recommending new and improved programs to effectively manage student financial aid administration. Responsible for disseminating information in regard to SUS/University rules, policies, and contracts. Designs, develops and conducts special studies in assigned area of student financial aid.

MARGINAL FUNCTIONS:

40% Advises and counsels with students, parents and University personnel on various types of financial aid available. Advises and assists students and parents in the completion of various forms used to determine need for assistance. Assists in the correcting of information submitted in error or conflicts with data submitted to the federal government. Collects and analyzes data as appropriate. Assist students with electronic processes via the internet. Assists with determining the eligibility criteria and limitations of programs, standards of satisfactory progress and documentation required to complete the financial aid process. Records and disseminates confidential records on all information collected. Assists with conducting campus and community workshops to create an environment that exemplifies good customer service.

30% Assist in the reviewing of all documents submitted for all federal, state and institutional aid programs to determine eligibility and award packaging. Processes acknowledgements of aid awarded to eligible applicants in the coordination of federal/state and institutional aid. Processes adjustments to prevent and/or document possible over-awards, denial letters and collect appeals requests.

15% Establishes, maintains, and updates documentation as required with new and/or revised rules and regulations issued by the federal government, state legislature, institution and/or other certifying agencies. Attends workshops and conferences provided by the institution, state, federal government and other local agencies to maintain knowledge of financial aid programs.

15% Performs other related duties as assigned.

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

20. **Supervisor’s Position Number:** 18769  
    **Class Code:** 9429  
    **Class Title:** Assistant Dir., Student Financial Aid

21. **Working Hours:**
   a) Daily from **8:00 am** to **5:00 pm**  
   b) Total hours per week **40**  
   c) Explain any variations in workweek, split shifts, on-call status, or rotations.

   Work hours may vary during peak hours of processing 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.

   Knowledge of office policies, procedures and practices;  
   Effective verbal and written communication skills;  
   Ability to comprehend and follow oral and written instructions;  
   Ability to work independently;  
   Ability to plan, organize, and coordinate work assignments.

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 Statues.  
   __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

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

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

   Assistant Vice President, Human Resources  
   Date