



POSITION ANNOUNCEMENT
Office of Student Financial Aid
Brownwood, Texas

Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

Job Title: Director of Student Financial Aid
Department: Office of Student Financial Aid
Reports To: Vice President for Finance and Administration, CFO
FLSA Status: Full-Time exempt with benefits, including tuition waivers
Prepared By: Mike Rodgers, Vice President for Finance and Administration, CFO
Date Prepared: December 11, 2018
Approved By: Bill Fishback, Associate Vice President for Business and Human Resources
Approved Date: December 11, 2018

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, university) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian mission statement and core values of the university and must support the university's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

As a condition of employment, employees are paid by direct deposit. Your signature on this job description indicates your understanding and affirmation of the statements above.

Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Core Values of Howard Payne University - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;
- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and

- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

Job Summary: The Director of Student Aid is visionary leader responsible for the proper administration and coordination of all of the federal, state, institutional and outside funds designated for student financial aid. Duties also include the direct supervision of staff in the Office of Financial Aid.

Minimum Requirements: A bachelor's degree from an accredited four-year college or university and at least four years of directly related experience is required. Must have excellent customer service skills and written and oral communication skills. Must have a good working knowledge of commonly used Internet software, Microsoft Word, Excel and Outlook software. Must be able to learn PowerFacts and PowerCampus financial aid software systems quickly. Must possess the Competencies included in the job description to enable the employee to perform the Essential Duties and Responsibilities for the job. Must be at least 21 years old and maintain a valid Texas driver's license to drive any vehicle on behalf of the University.

Application Procedure: To be considered for this position, please submit the following:

- a letter of application addressing in detail how you meet the position requirements,
- a resume',
- unofficial transcripts, and
- a completed HPU Employment Application (available at: www.hputx.edu/jobs) to:

Bill Fishback
Associate VP for Business and Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
E-mail: hr@hputx.edu

Application Deadline: Until the position is filled



Job Description

Job Title: Director of Student Financial Aid
Department: Office of Financial Aid
Supervisor: Vice President for Finance and Administration, CFO
FLSA Status: Exempt, Full-time Staff
Prepared By: Mike Rodgers, Vice President for Finance and Administration, CFO
Prepared Date: December 11, 2018
Approved By: Bill Fishback, Associate VP for Business and Human Resources
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Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Expectation and Condition of Employment: Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas seeks to employ evangelical Christians, with preference given to Baptists, who are dedicated to teaching and service as they model the principles of the Christian faith and the university's sincere religious beliefs. The University is committed to the integration of learning and Christian faith in the pursuit of truth. Howard Payne University expects its employees to be professing Christians and be willing to support the Christian mission, purpose, vision and curriculum of the University. As a result, the University expects employees to lead lives of service through active involvement in Christian religious life both on campus and through a local Christian church.

As a condition of employment, employees are paid by Direct Deposit. Your signature on this job description indicates your understanding and affirmation of these statements.

Job Summary: The Director of Student Aid is responsible for the proper administration and coordination of all of the federal, state, institutional and outside funds designated for student financial aid. Duties also include the direct supervision of staff in the Office of Financial Aid.

Essential Duties and Responsibilities:

1. Develop and review financial aid applications and forms used to administer student aid programs.
2. Establish procedures used in maintaining records and student files.
3. Delegate and establish duties for personnel in the Office of Financial Aid.
4. Prepare budget for operation of the Office of Financial Aid.
5. Prepare student expense budgets for use in need-based programs of financial aid.
6. In conjunction with HPU officials, establish policies and procedures for the administration of the financial aid programs.
7. Ensure all department employees practice good customer service.
8. Participate in University functions (DAY 1 Weekends, Yellow Jacket Monday, etc.).

Regulations and Requirements:

- Ensure all federal and state programs are administered in strict compliance with applicable regulations.
- Ensure institutional scholarships and restricted fund endowed scholarships are administered in compliance with intent of the scholarships and according to the policy and/or agreement for the scholarship.

- Assist in the annual audit of the financial aid programs.
- Ensure all reporting requirements are met on time. These include, but are not limited to, the FISAP, IPEDS, State-Wide Database, and Athletic Reports. Various scholarship donors, foundations, and organizations require periodic reports.

Title IV Refunds:

Ensure that all applicable regulations are followed when a student formally or informally withdraws from the university. Oversee the R2T4 process and ensure that all financial aid funds are refunded according to federal, state and institutional policy.

Satisfactory Progress:

Ensure that the HPU Satisfactory Academic Progress (SAP) policy meets all of the standards of the federal regulations. Evaluate student progress at the end of each payment period and place students not meeting the SAP in the proper Warning or Suspension category. Oversee the notification of student's not meeting SAP. Review and respond to all appeals.

Application Review:

- Evaluate financial status of applications in connection with those programs that require demonstration of financial need.
- Review student eligibility based on classification, regular student in an eligible program of study, satisfactory progress, transfer students, etc.
- Review student files for accuracy and correct information.

Allocate Aid Resources:

- Ensure all sources of aid are utilized while remaining within allocated amounts. This includes all federal, state, institutional and outside funds.
- Coordinate selection of aid recipients and the determination of aid eligibility.
- Package financial aid for individual aid applicants.
- Notify applicants of status of application and eligibility.

Authorize Disbursement of Aid Funds:

- Coordinate method of verifying applicants' eligibility (enrollment status, satisfactory progress, etc.) before authorizing disbursement of aid funds.
- Oversee authorization of fund disbursement at appropriate times.
- Ensure that aid authorization and aid disbursements maintain and remain distinct separate functions of the Office of Financial Aid and the Business Office.

Counseling (program information, student expense budgeting, personal family situations, etc.):

- Prospective students
- Current students
- Applicants for financial aid
- Recipients of financial aid
- Aid recipients withdrawing/transferring/graduating
- Oversee loan counseling (debt management, entrance and exit, etc.)
- High school workshops, etc.

Supervisory Responsibilities: Directly supervises four full-time employees. Carries out supervisory responsibilities in accordance with the University's policies and applicable laws. Participates in responsibilities that include interviewing, hiring, and training a student worker; planning, assigning, and directing work; appraising performance; resolving problems.

Required Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

1. Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
2. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
3. Project Management - Develops project plans; Communicates changes and progress.
4. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
5. Customer Service – Effectively manages difficult or emotional situations; Responds promptly to student needs; Solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments.
6. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
7. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
8. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
9. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
10. Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and students.
11. Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
12. Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
13. Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for student workers' activities; Develops their skills and encourages growth.

14. Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of the education market and our competition; Aligns work with strategic goals.
15. Cost Consciousness - Works within approved budget; Conserves University resources.
16. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds University values.
17. University Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports University mission statement and Core Values; Benefits the University through outside activities. Supports affirmative action and respects diversity.
18. Strategic Thinking - Develops strategies to achieve University goals; Understands University strengths and weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
19. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
20. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
21. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
22. Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
23. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
24. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
25. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
26. Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
27. Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications - To perform this job successfully, an individual must be able to perform the Essential Duties and Responsibilities listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and/or Experience - Bachelor's degree from an accredited four-year college or University and at least four years of related experience.
2. Language Skills - Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to University trustees, administration, other employees and the public.
3. Math Skills - Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
4. Reasoning Ability - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
5. Computer Skills - To perform this job successfully, an individual should have knowledge of Internet software; Microsoft Office software including Word, Excel and Outlook; and ability to learn PowerFacts and PowerCampus financial aid systems quickly.
6. Licenses - Must be at least 21 years old and maintain a current Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University.
7. Physical Abilities – The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 10 pounds to move files, chairs and tables. The employee must be able to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

8. Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock; fumes or airborne particles and caustic cleaning or landscaping chemicals used to maintain University buildings and grounds. The noise level in the work environment is usually moderate.

By my signature below, I confirm I have read, understand and can meet all of the expectations and physical requirements in this Job Description.

Signature

Date