



DATE ISSUED: 09/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Admissions/Financial Aid - Dallas

JOB SUMMARY

Performs specialized administrative duties for the Dallas Center in the areas of admissions, registration, financial aid, cashier, student employment and facility use. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Campus Manager

Supervises: Clerical staff and student assistants

PRIMARY DUTIES - May include, but not limited to the following:

Counsels potential students on admission procedures and department requirements.
Makes referrals to Denton Admissions Office of potential students and forwards to Denton Center.
Corresponds with students/families regarding their financial aid package.
Conducts exit interviews for students that are dropping out of programs at the Dallas Center.
Conducts group loan counseling and exit interviews for graduating students receiving financial aid.
Verifies balances in student accounts for tuition, fees, emergency loans and other miscellaneous fees.
Collects and receipts payments for tuition, emergency loans and installments and forwards to Denton Center.
Responsible for all payment settlement and late registration activities at the Dallas Center.
Coordinates student employment at the Dallas Center.
Processes verifications of enrollment, degree earned.
Prepares enrollment statistics for academic programs at the Dallas Center.
Receives and posts payments to student accounts during registration.

*Coordinator, Admissions/
Financial Aid -Dallas
Date Issued: 09/05
FLSA: Non-Exempt
PTO: COVS*

Responsible for safeguarding and distributing student payroll, financial aid, and reimbursement checks.

Reviews applications and estimates preliminary awards subject to administrative approval.

Conducts financial aid information sessions for faculty and students on the Parkland and Presbyterian Centers.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Assembles and maintains data and prepares reports.

Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration or related area required. Experience may substitute for required degree on a year for year basis. Masters degree preferred.

EXPERIENCE

Three years in an administrative position, preferably in a higher education institution with an emphasis in admissions, registration, and financial aid.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of current financial aid needs analysis systems and the processing of financial aid applications.

Skills in evaluating and supervising employees, providing direct training when needed.

Ability to deal effectively and courteously with students, parents, employees, and administration.

Ability to communicate effectively, orally, in writing and by telephone.

A commitment to a student center customer serviced philosophy.

Ability to prepare financial and other statistical reports.

Ability to function in multi-campus environment.

Ability to give presentations to groups regarding admissions and financial aid.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

Coordinator, Admissions/
Financial Aid -Dallas
Date Issued: 09/05
FLSA: Non-Exempt
PTO: COVS

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

Coordinator, Admissions/
Financial Aid -Dallas
Date Issued: 09/05
FLSA: Non-Exempt
PTO: COVS

All positions at Texas Woman's University are deemed security sensitive requiring background checks.