

Dallas International University
Financial Aid Administrator
Job Description

TITLE

Financial Aid Administrator

PRIMARY FUNCTION

The Dallas Int'l Financial Aid Administrator coordinates the Dallas Int'l Financial Aid Program as part of the Dallas Int'l Student Services to provide financial assistance to needy and qualified students. Such financial assistance may take the form of discounts, scholarships and work-study.

AUTHORITY

The Dallas Int'l Financial Aid Administrator is appointed by the Dallas Int'l Dean of Students and as part of the Student Services Department reports to the Dallas Int'l Dean of Students.

MAJOR DUTIES AND RESPONSIBILITIES

1. Maintains and updates as required an appropriate Dallas Int'l Financial Aid Application and make it available to all inquiring students.
2. Calls a meeting of the Financial Aid Committee in April and October and prepares all appropriate materials to enable the Committee to make scholarship awards;
3. Notifies all Applicants of the award decision made by the Committee;
4. Aligns those seeking a Work-Study assignment with a Work-Study Project;
5. Informs each scholarship recipient that they must write a Note of Appreciation to the donor as the Development Office may designate;
6. Submits a semi-annual report at the end of each school term to the Dean of Students of the total amounts of scholarships disbursed, the number of student scholarship recipients and the number of work study projects assigned along with the number of students;
7. Makes an annual Project Registration to Wycliffe-USA for the Townsend Scholarship (June);
8. Makes a quarterly Project Progress Report to Wycliffe-USA for the Townsend Scholarship (mid-February, mid-May and year-end report by end of October.)

SUPERVISORY RESPONSIBILITY

The Dallas Int'l Financial Aid Administrator works closely with the Dallas Int'l Financial Aid Committee but has no vote on it.

COMMUNICATIONS

Internal

Daily contact with faculty, staff and students.

External

Occasional contact with the financial aid donors or with government agencies.

Student Contact

Occasional contact with students usually via email.

JOB SPECIFICATIONS

Education / Experience

Bachelor's; at least 2 years' bookkeeping experience or similar preferred. Moderate computer skills

Job-related Skills

- Record-keeping; ability to handle large amounts of data; ability to communicate effectively with committee members, students and other staff.
- Computer skills that include good working knowledge of MS Office: Excel and Word with mail merge capabilities for generating documents and emails.
- Willingness to learn and use the DIU administrative computer system – Campus Café.

Special Requirements

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the staff in this job. Staff members may be requested to perform job-related tasks other than those specifically presented in this description.