

Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name Carlos R
Employee Last Name Clark
Employee UIN 917008952

Position Title

Classification title: Assistant Provost Student Financial Aid
Title Code: 9250
Job Category: Staff
FLSA: Exempt
Minimum Salary (Applicant View):
Salary Range: Not Specified

Minimum Education Requirements:

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Six years in a four-year college financial aid management

Required Certification(s)/License(s) -
List name and level of certification
(s)/license(s):

Position Details

Date of Hire:

Job summary/basic function:

Management of federal, state and institutional financial aid services to students.

Proposed New Title:

Use only if '0000-Undecided' was selected on previous page.

Assistant Provost for Student Financial Aid

PIN #:

If PIN # does not exist, please type in NEW.

5128

Final Approved Salary:

Job Category:

Pay rate:

College/Division or Department: Academic and Student Affairs

Location: Memorial Student Center Rm. 311

Primary Purpose of Position

Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)

This position is needed to provide management of federal, state and institutional financial aid services to students.

Minimum Education Requirements: Master's Degree

Area of Study: Business, Education or related field

Preferred Education Requirements:

Preferred Education Requirements:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities?

Yes

If yes, please describe:

Federal and State rules and regulations; technology applications to financial aid; fiscal rules and procedures affecting financial aid.

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Six years in a four-year college financial aid management

Preferred Experience Requirements: Ten or more years in positions with progressively increased responsibility.

Required Computer/Software Skills: MS Office Suite

Other Required Skills: U.S. Office of Education systems

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Excellent

Required Certification(s)/License(s):
(Please list name and level of certification(s)/license(s).)

n/a

Department: Academic Affairs

Creator: Ella Anderson

Creator's Phone/Extension: 936-261-2171

Creator's PVAMU Email: elanderson@pvamu.edu
 Supervisor's Name: Dr. E. Joahanne Thomas-Smith
 Supervisor's Title: Provost and Senior Vice President for Academic and Student Affairs
 Supervisor's Phone/Extension: 936-261-2175
 Supervisor's PVAMU Email: ejthomas-smith@pvamu.edu
 Search Committee:

Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity. N/A

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position) Anderson, Brenda
Anderson, Ella

Please list any other advertising sources you would like to use:

Department Comments:

Job Duties

Percent of Duty Total: **100**

5 Records

% of Time	Responsibility / Duty	Essential Function
40	Interpret and apply federal, state and University rules and regulations for Student Financial Aid; package, approve, and he is responsible for packaging, approving and monitoring all student-athletes and to ascertain that the program is being administered and conducted in compliance with the policies and procedures established by the Southwestern Athletic Conference, National Collegiate Athletic Association, Faculty Athletic Council and the Board of Regents of the Texas A&M University System.	Essential
25	Administer all Student Financial Aid programs and services	Essential
15	Manage and reconcile financial aid accounts	Essential
10	Apply appropriate technology to the financial aid process	Essential
10	Create and maintain effective customer service and perform other duties as assigned	Essential

Working/Env Conditions

Working Conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Briefly describe examples of the typical work environment: Routine office environment

Typical Physical Demand: Position requires light physical activity.

Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities: Lifting and moving of documents and light office equipment.

Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.): Monday to Friday, 8 a.m. to 5 p.m.

Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. **(All positions may require some evening and weekend hours.)** n/a

Do the duties described in this questionnaire generally require travel outside the area? Yes

If yes, please explain the purpose and the frequency of the travel: Quarterly and annual meetings for Financial Aid professionals.

List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment: Personal Computer 4 hrs/day
Telephone 2 hrs/day
Fax and Copier 1 hr/day

Competencies & Relationships

Independent Judgment/Problem Solving: Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.

Impact of Decisions: Inside Department: Major

For this position, briefly describe examples of typical and key decisions that have impact within the department: Scope and the depth of each unit manager's work is dependent upon decisions made by this position.

Impact of Decisions: Outside Department: Major

For this position, briefly describe examples of typical and key decisions that have impact outside the department: Awarding aid to students in an accurate and timely manner sustains enrollment of students

Impact of Decisions: Outside University: Major

For this position, briefly describe examples of your typical and key decisions that have impact outside the University:

Public expectation that the University will provide access to higher education is fulfilled by the University's capability of awarding financial aid to eligible students.

Leadership/Supervisory

Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties?

Director of one department

[Click Here](#) for definitions.

List number of students that directly report to this position: 2

List number of employees that directly report to this position: 7

List number of students that indirectly report to this position: 7

List number of employees that indirectly report to this position: 17

If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:

Recruits, screens, and interviews candidates
 Approves candidates for hire
 Conducts training of others
 Conducts performance appraisals
 Recommends salary actions
 Recommends termination of employees
 Recommends candidates for hire
 Assigns tasks or responsibilities to others
 Monitors work performance
 Administers disciplinary action
 Approves salary actions
 Approves termination of employees

Personal/Organizational Contacts:

High-level contact with others in key positions. Contact usually involves several areas within the University and/or with community, government, business leaders, media and dignitaries. Typically handles highly sensitive and/or confidential information.

If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department.

Frequent contact with Executive Officers of the University; Deans; Directors (Admissions, Records, Athletics, Fiscal, etc.); students, staff, parents, bank officers; U.S. Office of Education, THECB, etc. for purpose accessing, awarding and reporting on student financial aid.

List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.

Customer Service Relationships:

Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to effective customer service and sets customer service standards. Establishes customer feedback system and holds self accountable for customer service excellence within the department.

Work Complexity:

Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility:

Accessing student financial eligibility where personal family and other variables are of such nature that clear application of rules and procedures.

Does this position have responsibility for budget, revenues, and/or expenditures?

Yes

If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process.

Budget authority in an estimated amount of \$50 - \$60 million on all student financial aid accounts.

SECURITY SENSITIVE POSITION DETERMINATION

All university positions are classified as security sensitive and are subject to background checks.

FLSA

FAIR LABOR STANDARDS ACT EXEMPTION

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed?

Yes

Is the employee paid at least \$23,660 annually (\$455 weekly)?

Yes

If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.

Executive (examples: chief executive officer, controller, vice president, director)

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise. Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees).

Executive:

Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Administrative:

Professional:

Computer-Related:

Outside Sales

The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject

to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).

Highly Compensated Employees

Start Up

No Records Found

Budget Information

Dates of Employment - From:	09-01-2006
Dates of Employment - To:	08-31-2007
Ad Loc. Acct. No.:	0510500
Funding Acct. Number(s):	170003-60% OCR; 05110615-00000
Funding Acct. Title(s):	OCR- Student Development and Support Center
Employment Type:	Regular F/T
Project Number: (For grant funded positions only)	n/a
If Employment Type above is Grant-Funded, what is the duration in years of this position?	n/a
Number of hours worked per week:	40
Type of Position:	A&P
For new Faculty Positions, please indicate the one-time start-up costs to include recruitment, space, lab equipment, office equipment, etc.:	
For new Faculty Positions, please indicate recurring costs if any such as travel, journals, etc.:	
Percent Effort by Employee:	100
Budget Comments: (For Budget/OSP Office Only)	3/06/2008-Budgeted position. Please include both funding sources on PDQ.

Work Load

No Records Found

Approvals:

Date *Employee Signature*

***Human Resources
Department:***

Date *Human Resources Representative* *Title*