## Financial Aid Family

<table>
<thead>
<tr>
<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
</tr>
</thead>
</table>
| 57E   | Financial Aid Officer III | Bachelor’s degree 5+ years financial aid experience Advanced knowledge of financial aid | • Serves as a member of the financial aid and fellowship board, financial aid review board, admissions committee or Director and Financial Aid Council Meeting  
• Establishes procedures, provides staff training and monitors compliance and/or manages fellowship programs  
• Counsels students on financial planning, budgeting and debt management  
• Researches and implements outside loan programs | IMPACT Moderate impact on operations, resources, or University’s reputation  
SCOPE Provides advanced financial aid work for a school | RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN Individual Contributor: Works independently or as part of a team to achieve results.  
AND/OR Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

### NOTE:

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed  
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion