**FACULTY AND STUDENT SERVICES JOB FUNCTION**

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| 55E*  | Financial Aid Officer I/Supervisor I | Bachelor’s degree 2+ years applicable experience | • Evaluates and analyzes financial information submitted by applicants  
• Independently determines type and amount of aid to be awarded  
• Creates an overall package that may include both standard and supplemental awards based on individual student needs  
• Prepares complex reports and statistical analysis for management  
• Counsels students on financial planning and financial assistance  
• Provides general financial aid information  
• Establishes data records and maintains applicant database  
• First review for financial aid applications to check for completeness  
• Uses Powerfaids or other electronic data base to enter applications and prepare initial awards  

Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55 | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Provides support and general financial aid information to others in 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. |
| or 55N | | | | | |

*Exemption status is determined by FLSA testing

**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