Definition of Class
This is a supervisory position in which the incumbent provides leadership to staff members within an assigned area. Incumbent manages and oversees the operational aspects of the assigned program/area and frequently makes decisions by exercising discretion and independent judgment. Work involves performing managerial and supervisory duties in one or more areas to include advising, scholarships, grants, applications, compliance, and/or accounting. Incumbent reports to the Director.

Examples of Work Performed
Provides leadership and overall responsibility for the administration of all scholarship and fellowship programs. Administers the Federal Pell Grant Program and the state grant programs. Communicates availability and eligibility criteria to potential recipients. Monitors continuing eligibility of recipients and counsels recipients whose awards are in jeopardy. Provides resource center for information concerning private outside scholarships. Coordinates the federal application process and verification.

Supervises accounting operations/activities and accounting personnel. Monitors, analyzes, and reconciles financial records related to all accounts for which Financial Aid has signatory authority. Ensures compliance with institutional, state, and federal policies, procedures, and regulations. Oversees refunds and repayments of funds. Prepares, reviews, and presents financial reports. Monitors and maintains office budget projections and expenditures. Provides technical support to accounting and related systems.

Oversees the workflow of assigned personnel ensuring the efficient operation of program/area.

Trains staff on office procedures.

Conducts performance evaluations for supervised staff members.

Plans workshops and seminars.

Assists in planning and establishing departmental goals and objectives.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises, trains, and coordinates the activities of staff.

2. Manages and oversees daily operational procedures for an assigned specialty area.

3. Ensures compliance with financial aid regulations.

4. Serves as primary liaison for assigned area.
**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited college or university.

AND

- **Experience:** Three (3) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer*. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.