Title: Assistant Bursar

Essential Function

Under general supervision from a designated administrator, assist in the planning, administration, and management of the operational activities of the Office of the Bursar.

Characteristic Duties

- Assist in the financial, administrative, and operational activities of the Office of the Bursar.
- Ensure compliance with applicable federal and state laws (i.e., Federal Title IV Student Financial Aid, FERPA, loan and grant programs, etc.), institutional rules and policies, and Ohio Board of Regents regulations and reporting requirements.
- Establish long-range objectives and specify the strategies and actions to achieve these objectives.
- Assist in the development of policies and procedures.
- Perform reviews and audits of policies and procedures.
- Develop and implement training and Quality Assurance (QA) programs.
- Educate other units, staff, and faculty about Title IV regulations their impact on decisions.
- Create, review and analyze reports to monitor transactions and ensure compliance (i.e., transactions posted in UniverSIS and UC Flex, etc.).
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience;-OR- Associate’s degree with seven (7) years experience;-OR- nine (9) years experience. Degree and experience must be in a related field and include three (3) years supervision.

New: January 2012
Last updated: