
Auburn University Job Description

Job Title: **Exec Dir, Student Financial Svcs**
Job Code: **KB01**
FLSA status: Exempt

Job Family: No Family
Grade 40: \$104,500 - \$174,200

Job Summary

Directs the activities of the Office of Student Financial Services by which students, parents, University departments, donors, and other constituents conduct their financial affairs.

Essential Functions

1. Directs all student financial services areas.
2. Advises senior administration and presents data to Board of Trustees concerning tuition matters.
3. Coordinates the functions and operations of financial aid, billing, cashiering, collections, and student loan administration.
4. Directs the billing and accounting for student charges.
5. Develops, implements, and provides continuous assessment of future plans, objectives, goals, and the annual budget for the Office of Student Financial Services.
6. Coordinates the disbursements of student aid and ensures compliance with the administration of the Title IV Loan program.
7. Handles all student, parent, administrator concerns, complaints, and issues related to functions and services of the Office of Student Financial Services.
8. Represents the Office of Student Financial Services at university, state, and regional meetings and alumni events.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Management, Finance, Accounting, or related field
Experience (yrs.)	7	Experience in coordinating and/or managing financial aid planning and counseling services for students and parents

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of accounting and budget principles, practices, and the analysis of financial data. Knowledge of federal and state regulations regarding awarding of and distribution of financial aid

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, reaching, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/31/2019
