
Auburn University Job Description

Job Title:	Advisor, Financial Aid	Level I	Grade 30 \$27,400 - \$45,700
Job Code:	KB03	Level II	Grade 31 \$30,700 - \$51,100
FLSA status:	Exempt	Level III	Grade 32 \$34,300 - \$57,300

Job Summary

Provides assistance and guidance to parents and students concerning financial aid issues.

Essential Functions

1. Advises students and parents on financial aid issues to include (but not limited to) eligibility requirements, application process, education costs, and/or verification processes.
2. Educates others on financial aid regulations, policies, procedures, and laws by answering questions, writing letters, and/or giving presentations.
3. Processes financial aid awards, fee waivers, alternative loans, education benefits, and/or fellowships to include (but not limited to) calculating and loading financial awards, making adjustments to accounts, and/or establishing and disbursing fellowships.
4. Prepares and monitors financial reports and accounts and investigates and resolves problems.
5. Determines student eligibility for financial aid and/or fee waivers based on information such as application, grades, and enrollment status.
6. Coordinates the submission of required forms and documents needed for financial aid, scholarship, and/or other educational benefits.
7. May administer work study programs to include assigning jobs, monitoring payrolls, maintaining records, and awarding funds.
8. May perform duties related to Veterans Administration certification.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelors degree in discipline appropriate to position with no experience.
- Level II** Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Higher Education, Business, Management, Counseling, Psychology, or related field

Focus of Experience

Experience in financial aid processes

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

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, and lifting up to 25 pounds.

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

Date: 11/29/2011
