
Auburn University Job Description

Job Title: **Admstr, Special Circumstances**

Job Family: No Family

Job Code: **KB04**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Oversees the administrative operations of special circumstance services for the Office of Financial Aid and advises students and parents concerning Financial Aid issues.

Essential Functions

1. Coordinates special circumstance activities for the Office of Financial Aid including professional judgement, Satisfactory Academic Progress, and Dependency Overrides.
2. Advises students and parents on financial aid issues including eligibility requirements, the application process, education costs, and verification processes.
3. Makes determinations for exceptions or overrides on financial aid applications when extenuating circumstances are presented. Ensures all students receiving federal financial aid maintain SAP according to federal and University regulations.
4. Processes financial aid awards, fee waivers, and fellowships and disburses financial aid to student accounts.
5. Determines student eligibility for financial aid and/or fee waivers based on information provided.
6. Provides information to students and parents through presentations, letters, and counseling sessions.
7. Prepares and monitors financial reports and accounts.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Management, Counseling, Psychology, or related field
Experience (yrs.)	5	Experience in financial aid processes and administration

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 state and federal financial aid policies and procedures.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 5/10/2018
