
Auburn University Job Description

Job Title: **Assoc Dir, Student Fin Aid**

Job Family: No Family

Job Code: **KB06***

Grade 35: \$50,900 - \$84,800

FLSA status: Exempt

Job Summary

Oversees and monitors the student financial aid process for Auburn University.

Essential Functions

1. Manages and reconciles Pell Grant account including the disbursement process ensuring students receive appropriate funds in a timely manner.
2. Manages all technical aspects of financial aid program which may include data maintenance and processing
3. Conducts training for financial aid staff on new financial aid procedures.
4. Completes return of Title IV Funds calculations for terminated recipients.
5. Coordinates projects involving student information systems such as Banner.
6. Reviews numerous reports to ensure accurate processing of financial aid.

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.)	6	Experience in financial aid processes and administration

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of Federal and State financial aid regulations and guidelines.

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 sitting, reaching, talking.

Job occasionally requires standing, walking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

Date: 12/16/2011
