Auburn University Job Description

Job Title: Asst Dir, Stu Fin Svc-Fin Aid
Job Code: KB06
FLSA status: Exempt
Job Family: No Family
Grade 35: $51,900 - $86,400

Job Summary
Manages, oversees, and leads the sections of Student Financial Services responsible for direct loans, Federal Work Study programs, Federal Pell Grant programs, return of Title IV funds, enrollment monitoring for aid eligibility, and customer service.

Essential Functions

1. Manages and maintains the Financial Aid module within the Banner information system to include, but not limited to, serves as local security administrator, coordinates the testing and implementation of system upgrades and patches, and researches and implements Banner best practices.
2. Manages the importing, processing, and exporting of data between Banner and the U.S. Department of Education to facilitate necessary reporting and processes; coordinates all Financial Aid communications.
3. Coordinates efforts and communications between Financial Aid, OIT, and software vendors as they relate to meeting the needs of campus constituents through effective system processes and report design.
4. Develops and implements new system processes as dictated by change in policies and regulations.
5. Serves as liaison to departments and users regarding training/support, process documentation, and other data requests.
6. Performs return of Title IV calculations and manages the reconciliation of federal accounts.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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

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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tr>
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<td>Four-year college degree</td>
<td>Degree in Business, Management, Finance, Accounting, or related field</td>
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| Experience (yrs.) | 5 | Experience in information technology administration as it relates to student financial aid |

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 and current industry IT software, hardware, and programs

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 3/21/2012