
Auburn University Job Description

Job Title:	Advisor, Financial Aid	Level I	Grade 31 \$31,300 - \$52,100
Job Code:	KB03	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 33 \$39,300 - \$65,500

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 which includes, but is not limited to, eligibility requirements, application process, education costs, verification processes and funding options.
2. Educates others by giving presentations to a wide variety of groups/organizations both on and off campus regarding financial aid, University policies and procedures, federal Title IV regulations, and cost to attend.
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. Collaborates with other departments across campus in order to resolve issues, provide assistance to students, and/or administer the regulations governing Title IV funding in the awarding/processing of financial aid.
8. Maintains data security to include, but not limited to, any information that is part of students' university records and the sensitive financial data of students and their families that is required to administer federal financial aid.
9. May administer work study programs to include assigning jobs, monitoring payrolls, maintaining records, and awarding funds.

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.	Bachelor's 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.	Bachelor's 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.	Bachelor's 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** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's 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** Bachelor's 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:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of federal regulations and guidelines governing federal student aid programs, office and university policies, basic accounting, and intermediate math.

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, 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: 6/11/2019
