
Auburn University Job Description

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

Job Summary

Under minimum supervision, manages, oversees, and leads the sections of federal and private loans for Auburn University students and parents. Serves as primary backup to the Director of Financial Aid Operations.

Essential Functions

1. Manages and administers the Campus Logic Software that integrates with Banner for both Student Forms and Award Letter modules; this involves setting up, testing, staff training, security, and primary contact with Campus Logic staff for daily troubleshooting and future development of the project. Serves as campus liaison for the Award Letter product which benefits communications for the office.
2. Manages the \$140 million per year Federal Direct Loan program which includes daily, weekly, and monthly processing including daily imports/exports of loan files, weekly and monthly reconciliation with Common Origination and Disbursement, and daily trouble shooting for student/parent/staff questions.
3. Manages the \$27 million per year private loan program.
4. Manages the Banner upgrade testing to ensure that federal and private loan functionality works as intended.
5. Reviews, updates, and implements new process flows for federal and private loans as new regulations and upgrades are released.
6. Manages the federal transfer student monitoring requirements which involves loan adjustments for students who have received aid at other schools.
7. Manages the adjustment for students who are near the lifetime limit of their federal loans using the federal NSLDS database of loans.
8. Manages the Parent PLUS Loans and Graduate PLUS Loan awards, originations, and disbursements.
9. Serves as liaison to Pharmacy and Vet Med regarding their program specific standards.
10. Serves as liaison to External Auditors regarding loan questions.

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.)	5	Five (5) years progressively responsible student financial aid experience in which 2 years include managing an administrative function. Must have one (1) year experience directly supervising full-time employees.

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

Requires in-depth knowledge of Federal and State regulations, policies and procedures relating to awarding and administering financial aid. Requires in-depth knowledge of the institutional and board policies relevant to admissions, registration, and student accounts receivable.

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: 5/2/2018
