



**JOB INFORMATION**

Job Code	KB06
Job Description Title	Asst Dir, Stu Fin Svc-Fin Aid
Pay Grade	FO11
Range Minimum	\$64,850
33rd %	\$82,140
Range Midpoint	\$90,790
67th %	\$99,430
Range Maximum	\$116,730
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/2/2018

**JOB FAMILY AND FUNCTION**

Job Family:	Financial & Business Operations
Job Function:	Student Financial Services

**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.

**RESPONSIBILITIES**

- 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.
- 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.
- Manages the \$27 million per year private loan program.
- Manages the Banner upgrade testing to ensure that federal and private loan functionality works as intended.
- Reviews, updates, and implements new process flows for federal and private loans as new regulations and upgrades are released.
- Manages the federal transfer student monitoring requirements which involves loan adjustments for students who have received aid at other schools.
- Manages the adjustment for students who are near the lifetime limit of their federal loans using the federal NSLDS database of loans.
- Manages the Parent PLUS Loans and Graduate PLUS Loan awards, originations, and disbursements.
- Serves as liaison to Pharmacy and Vet Med regarding their program specific standards.
- Serves as liaison to External Auditors regarding loan questions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

**MINIMUM EDUCATION & EXPERIENCE**

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business, Management, Finance, Accounting, or related field	and	5 years of	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.	

**MINIMUM KNOWLEDGE, SKILLS, & ABILITIES**

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.

**MINIMUM LICENSES & CERTIFICATIONS**

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

**REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS**

Financial History Check

**PHYSICAL DEMANDS & WORKING CONDITIONS**

Physical Demands Category: Other

**PHYSICAL DEMANDS**

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### **Vision Requirements:**

Ability to see information in print and/or electronically.