
Auburn University Job Description

Job Title: **Dir, Stu Fin Svc-Fin Aid**

Job Family: No Family

Job Code: **KB11**

Grade FO13 \$77,000 - \$138,600

FLSA status: Exempt

Job Summary

Reporting to the Executive Director Student Financial Services, directs and oversees 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. Collaborates with Assistant Director, Billing to coordinate billing schedules with disbursement dates and memo expirations.

Essential Functions

1. Directs the Financial Aid system including set up, administration, maintenance, training, access security, and annual year preparation and process review. Develops new reports to assist with process flow and regulations.
2. Prepares and completes reports as needed. Disseminates data to meet needs of office that may include writing reports and processing reports in order to maintain compliance.
3. Responsible for return of Title IV funds for official and unofficial withdrawals, adjusts aid when students become ineligible due to additional aid, residency changes, withdrawals, etc.
4. Acts as the primary financial aid liaison for 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.
5. Manages the Federal Pell, Federal Teach, Federal Supplemental and IASG Grant programs including fund reconciliation.
6. Managers the ISIR/FAFSA Data load process, corrections, financial aid awards and communications.
7. Oversees the process flow for the office including creating and maintaining training materials.
8. Manages content of Student Financial Services website and overall schedule of processing within the office.

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, Finance, Accounting, Higher Education Administration or relevant.
Experience (yrs.)	7	Seven (7) years progressively responsible student financial aid experience in which two (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

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 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, talking, hearing, .

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

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

Date: 5/4/2018
