
Auburn University Job Description

Job Title: **Coord, Athletic Stu Fin Aid**

Job Family: No Family

Job Code: **KB13**

Grade FO06 \$37,000 - \$55,500

FLSA status:

Job Summary

Coordinates and oversees the administrative operations of financial eligibility for student athletes for the Office of Financial Aid and advises students and parents concerning Financial Aid issues.

Essential Functions

1. Certifies financial eligibility for student athletes to compete in NCAA competition. Verifies compliance of financial data, updates student athlete statements indicating financial aid rewarded, completes Institutional Academic Honor Awards forms for Scholarship Office verification, and generates and mails athletics scholarship letters to individual student athletes.
2. Maintains and uploads verified financial aid and athletics scholarships into NCAA Compliance Assistance. Provides all necessary documentation for external and internal audits for athletics compliance.
3. Prepares athletics squad memorandums allowing student athletes to participate in NCAA sanctioned athletics events. Includes providing list of all approved federal financial aid, approved institutional academic awards, and approved external scholarships for each student athlete. Generates letters cancelling or amending athletics scholarships.
4. Advises students and parents on all regulations pertaining to federal financial aid. Presents financial aid seminars to high school and middle school students and parents.
5. Verifies and inputs SEC Opportunity Fund applications into Banner Financial Aid to ensure student eligibility.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	Some college; vocational or Associate's Degree	Degree in Business Management, Business Administration, Public Administration, or related field.
Experience (yrs.)	5	Experience in financial aid processes and administration.

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 NCAA athletics compliance regulations, SEC Opportunity Fund regulations, Federal Student Financial Aid regulations, University scholarship guidelines, and veteran benefits.

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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Date: 5/10/2018
