
Auburn University Job Description

Job Title: **Advisor, Athletic Student Financial Aid** Grade FO07 \$40,000 - \$64,000
Job Code: **KB13**
FLSA status: Exempt
Job Family: Financial & Business Operations
Job Function: Student Financial Services

Job Summary

The Athletic Student Financial Aid Advisor provides comprehensive financial aid support and guidance to student-athletes within an athletic program. Serves as a liaison between the athletics department, financial aid office, and student-athletes, ensuring that student-athletes understand and meet the financial requirements to participate in athletics while maintaining eligibility for financial aid. Advises student-athletes and their families on financial aid options, eligibility, application processes, and funding options. Processes financial aid awards, monitors compliance with NCAA regulations, and addresses financial issues promptly. Supports student-athletes in their educational pursuits by providing them access to financial resources and ensuring compliance with financial aid regulations specific to intercollegiate athletics.

Essential Functions

1. Advises and provides guidance to student-athletes, parents, and department staff regarding financial aid eligibility, application procedures, education costs, verification processes, and available funding options. Offers assistance in resolving financial concerns and ensures compliance with federal regulations.
 2. Determines eligibility and advises on regulations. Evaluates student eligibility for financial aid and fee waivers based on relevant criteria, including application details, grades, and enrollment status. Advises students and parents on federal financial aid regulations, ensuring compliance and understanding of the requirements.
 3. Processes financial aid awards and other education benefits to include calculating and loading financial awards and adjusting accounts as required. Handles other education benefits as needed, ensuring timely processing and disbursement. Coordinates the submission of required forms and documents needed for financial aid, scholarship, and/or other educational benefits for student-athletes and the general student population.
 4. Prepares, monitors, and investigates financial reports and accounts, promptly resolving discrepancies and providing assistance to address students' financial concerns. Ensures compliance with NCAA regulations by monitoring and updating student-athlete financial aid records, verifying compliance data, completing necessary forms, and establishing communication with private donors for non-athletics scholarship awards.
 5. Assists students in understanding and managing their financial responsibilities, including payment plans, budgeting, and debt management strategies.
 6. Responsible for educating various stakeholders, including employees, parents, student-athletes, prospective students, and school systems, through financial aid presentations. Conducts workshops, seminars, or training sessions to educate students, parents, and staff about financial aid processes, regulations, and best practices.
 7. Administers scholarships and grants, including coordinating application processes, selection committees, and award notifications. Communicates with scholarship donors and sponsors, ensuring compliance with their requirements and acknowledging their contributions. Develops and maintains a comprehensive database of scholarships, including eligibility criteria, application deadlines, and award amounts.
 8. Performs administrative duties including maintaining student-athlete files, ensuring data security, and generating and distributing athletics scholarship letters.
 9. Stays updated on changes and updates to financial aid regulations, policies, and procedures.
-

Auburn University Job Description

Performs other related duties as assigned.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in Business Management, Business Administration, Public Administration, or related field.
Experience (yrs.)	5	Experience in financial aid processes and administration. Experience in athletics financial aid process desired.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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. Knowledge of Banner, Compliance Assistant, and ARMS for all Student-Athletes

Certification or Licensure Requirements

None required.

Pre-Employment Screening 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.

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

Date: 6/27/2023
