AUBURN
Human Resources

Asst VP, Enrollment Management & Exec Dir, Financial Aid & Scholarship

JOB INFORMATION

Job Code	AD89
Job Description Title	Asst VP, Enrollment Management & Exec Dir, Financial Aid & Scholarship
Pay Grade	SR16
Range Minimum	$117,870
33rd %	$153,230
Range Midpoint	$170,910
67th %	$188,590
Range Maximum	$223,950
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/6/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Reporting to the Vice President of Enrollment Management, the Assistant Vice President for Enrollment Management and Executive Director for Financial Aid and Scholarships is responsible for administering a financial aid program consisting of federal, state, and institutional funds that exceeds $135 million annually. In addition to undergraduate students, the Office of Financial Aid and Scholarships serves all graduate and professional students at Auburn University. This position will ensure regulatory compliance with all institutional, state, and federal financial aid programs, including Title IV aid, state grants, loans and administering financial aid for an NCAA Division I program.

RESPONSIBILITIES

- Builds and leads a team charged with compliance with Title IV federal aid regulations and the distribution of its financial aid portfolio to 57% of Auburn University students. Oversees the creation of professional development plans for all staff to improve awareness of the everchanging higher education landscape.
- Collaborates with the Vice President of Enrollment Management and other university stakeholders regarding financial aid and net revenue strategies. Leads the implementation of strategic awarding to expend university institutional aid and scholarship funds strategically and responsibly to meet net tuition revenue goals. Works collaboratively with campus stakeholders and the leadership of academic colleges to ensure that financial aid operations and awarding policies are forward-thinking and aligned with the university's enrollment goals.
- Responsible for the development of comprehensive strategic planning as it relates to financial aid and scholarship policies, practices, and communications strategies within a complex, and service-oriented operation. Implements student recruitment and retention best practices through financial aid and scholarship leveraging and predictive enrollment modeling.
- Develops and oversees the implementation of comprehensive outreach programs that supports students by assisting them in understanding their financial aid awards, including financial literacy and financial wellness. Identifies new opportunities for and manages existing community outreach to local area schools to enhance public knowledge of funding opportunities available to college-bound high school students.
- Ensures regulatory compliance with all institutional, state, and federal financial aid programs, including Title IV aid, state grants, and loans. Collaborates with Auburn Athletics to ensure compliance with NCAA Division I financial aid programs.
- Leads ongoing efforts to inform and educate the campus community and other constituencies regarding financial aid policies, updates, and changes; and serves on University committees as assigned.
- Evaluates and ensures departmental effectiveness and efficiency through ongoing data collection efforts and processes. Monitors budgets and monthly budget operating statements and makes appropriate adjustments as necessary.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 to 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	
Master's Degree	Masters Degree in Higher Education Administration, Educational Administration, Communications or related field.	and	10 years of	Demonstrated understanding of Federal, State, and University scholarship and grant programs, methodologies, contemporary financial aid policies, practices, and operations. Demonstrated excellence and strong professional ethics in financial aid, student accounts, or financial position.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

A deep understanding of the financial aid landscape and its ongoing changes, and an ability to adapt a strategy to accommodate those developments.	
Excellent interpersonal, organizational, presentation, written, and oral communication skills, and a demonstrated commitment to identifying and eliminating policies and processes that can impede access, affordability, and student success.	
Extensive knowledge of state and federal financial aid programs, Title IV aid regulations, guidelines regarding administering financial aid for an NCAA Division I program, and a clear understanding of the changing financial aid landscape.	
Experience with enrollment programs such as Banner, Slate CRM, Campus Logic, Blackbaud Award Management, and proficiency in Microsoft Office software applications is preferred.	
Strong Analytical and Technological Skills	
Knowledge of best practices for recruitment and retention of students through financial aid and scholarship leveraging and predictive enrollment modeling.	

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		10 lbs
Climbing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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

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