AUBURN
Human Resources

Financial Aid & Scholarships Compliance Administrator

JOB INFORMATION

Job Code	KB06
Job Description Title	Financial Aid & Scholarships Compliance Administrator
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Approved Date:	8/25/2026 1:54:20 PM
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JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Financial Aid Compliance Administrator supports Financial Aid and Scholarships operations by providing leadership and oversight for compliance, quality assurance, audit readiness, training governance, reporting integrity, student-athlete aid administration, and the consistent application of federal, state, institutional, donor-funded, and athletics-related aid requirements. This position supervises assigned staff, interprets and communicates complex regulatory and policy requirements, directs compliance-related training and documentation standards, coordinates audit and reporting activities, oversees data validation and quality control processes, and guides implementation of operational and system changes. The role serves as a central resource for compliance guidance, risk mitigation, and continuous improvement initiatives that support operational consistency, institutional accountability, and student-centered service.

RESPONSIBILITIES

- Analyzes and evaluates quality assurance findings, operational trends, audits results, reporting results, and stakeholder feedback to identify compliance risks, data integrity concerns, and opportunities for continuous improvement of processes, training, and controls.
- Coordinates with and advises Financial Aid and Scholarships leadership, compliance staff, systems staff, scholarship administration, athletics, and campus stakeholders regarding compliance priorities, training needs, procedural updates, and service delivery standards.
- Establishes standards and provides oversight for the development, delivery, maintenance, and centralized organization of onboarding, continuing education, refresher training, job aids, desk guides, standard operating procedures, communication templates, and other reference materials for Financial Aid and Scholarships staff to ensure resources remain current, accurate, accessible, version-controlled, and aligned with federal, state, institutional, donor-funded, and athletics-related aid requirements
- Directs, supervises, and evaluates assigned staff responsible for training, student-athlete aid administration, scholarship administration, compliance support, and related operational functions by assigning work, monitoring progress, supporting performance development, and promoting accountability for accurate, timely, and student-centered service.
- Interprets and communicates complex regulatory, policy, procedural, system, and workflow changes and provide approved guidance to staff and assigned training personnel to ensure related training materials, communication resources, and documented procedures accurately reflect institutional expectations, compliance requirements, and approved business processes.
- Directs and monitors the administration of student-athlete financial aid and related scholarship activity to ensure compliance with NCAA regulations, federal Title IV requirements, institutional policies, and approved packaging standards.

RESPONSIBILITIES

- Maintains current expertise in federal Title IV requirements, NCAA regulations related to student-athlete aid, state aid programs, institutional scholarship policies, donor scholarship requirements, satisfactory academic progress, verification, packaging, disbursement, overaward resolution, audit readiness, and related compliance obligations.
- Serves as the primary point of contact for internal and external audits, program reviews, monitoring activities, and compliance-related information requests by coordinating documentation, validating records, supporting staff readiness, tracking corrective actions, and ensuring process improvements are implemented and documented.
- Directs and oversees the collection, validation, verification, and maintenance of data needed for federal, state, NCAA-related, donor, institutional, and operational reporting.
- Provides compliance and operational oversight in support of implementation of new systems, technology enhancements, annual aid-cycle updates, workflow changes, and office initiatives by reviewing process impacts, approving user-facing guidance, coordinating testing and adoption strategies, and ensuring staff training and documentation are completed in collaboration with assigned training and functional staff.

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.

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	
Bachelor's Degree	in no specific discipline. A degree in Business Management, Finance, or Accounting desired.	and	6 years of	experience in Financial aid and/or scholarship administration, compliance, training. Must have at least 2 years experience directly supervising full-time employees	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In-depth knowledge of federal, state, institutional, donor-funded, and athletics-related financial aid and scholarship regulations, policies, procedures, and compliance requirements.	
In-depth knowledge of Title IV aid administration, scholarship administration, student-athlete aid coordination, eligibility requirements, verification, SAP, Professional Judgement, overawards, Return to Title IV, reporting, and required aid adjustments.	
Knowledge of compliance monitoring, audit preparation, documentation standards, internal controls, quality assurance, data validation, records maintenance, and audit readiness practices.	
Ability to interpret, apply, and communicate complex regulatory, procedural, system, and institutional requirements to staff, students, families, campus partners, and external stakeholders.	
Ability to supervise, train, coach, assign work, monitor progress, and provide functional guidance to staff responsible for financial aid, scholarship, compliance, training, and operational functions.	
Ability to develop, maintain, and organize training materials, standard operating procedures, job aids, communication templates, reference materials, and centralized repositories.	
Ability to analyze operational trends, audit findings, quality assurance results, reporting data, student inquiry patterns, and staff feedback to identify risks, knowledge gaps, data integrity concerns, and process improvement opportunities.	
Skill in using student information systems, financial aid systems, scholarship management systems, reporting tools, document management systems, and related technology platforms to support compliance, reporting, data integrity, and operational efficiency.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				
	Financial Aid Administrator Certified (FAAC®)		Desired	

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				15 lbs
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:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.