AUBURN
Human Resources

Advisor, Athletic Student Financial Aid

Job Description

JOB INFORMATION

Job Code	KB13
Job Description Title	Advisor, Athletic Student Financial Aid
Pay Grade	FO07
Range Minimum	$44,460
33rd %	$53,360
Range Midpoint	$57,800
67th %	$62,250
Range Maximum	$71,140
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/27/2023

JOB FAMILY AND FUNCTION

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- Assists students in understanding and managing their financial responsibilities, including payment plans, budgeting, and debt management strategies.
- Responsible for educating various stakeholders, including employees, parents, student-athletes, prospective students, and school systems, through financial aid presentations. Conducts workshops, seminars, or

RESPONSIBILITIES

	training sessions to educate students, parents, and staff about financial aid processes, regulations, and best practices.
•	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.
•	Performs administrative duties including maintaining student-athlete files, ensuring data security, and generating and distributing athletics scholarship letters.
•	Stays updated on changes and updates to financial aid regulations, policies, and procedures.

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

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 Business Management, Business Administration, Public Administration, or related field.	and	5 years of	experience in financial aid processes and administration. Experience in athletics financial aid process desired.	

Substitutions Allowed for Education	Yes

Substitution 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.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

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					
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:

Ability to see information in print and/or electronically.