AUBURN
Human Resources

Spec, Financial Aid & Scholarships Systems

Job Description

JOB INFORMATION

Job Code	KB14
Job Description Title	Spec, Financial Aid & Scholarships Systems
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Approved Date:	8/5/2026 11:20:42 AM
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JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Data Analytics

JOB SUMMARY

Provides technical, operational, and analytical support for the systems used within Financial Aid and Scholarships to ensure accurate processing, data integrity, and effective system performance. This role assists the Manager of Financial Aid and Scholarships Systems & Data Administration with day to day system operations, reporting, data exchanges, testing, and process improvements. The position contributes to business modernization efforts by supporting system enhancements, documentation, and data informed decision making across student aid operations.

RESPONSIBILITIES

- Performs assigned processing activities within Financial Aid and Scholarships systems, including executing awarding processes, packaging logic, and student communications, in accordance with established business rules, timelines, and review procedures.
- Reviews, validates, and analyzes system data, routine reports, and business processes to identify discrepancies, process gaps, compliance concerns, and opportunities for improved accuracy, efficiency, automation, and modernization; maintains related documentation and communicates findings to the manager or designated Financial Aid and Scholarships leadership.
- Supports the development, review, maintenance, and validation of SQL queries, data rules, ad hoc analyses, and reporting tools (e.g., dashboards) to support Financial Aid and Scholarships operations and decision-making.
- Assists with the day-to-day functionality of departmental systems by supporting defined procedures, workflows, and business processes to meet operational and campus partner needs.
- Supports resolution of system-related questions and issues by gathering relevant information, documenting concerns, coordinating follow-up among departmental staff, central technology partners, and external vendors, and tracking outcomes as directed.
- Maintains assigned Financial Aid and Scholarships website content by updating approved information and assisting with the development and annual renewal of forms published for student access.
- Uses Microsoft Excel and other tools to review, analyze, and organize data, including working with formulas, filters, pivot tables, and data validation techniques.
- Assists with system implementations, upgrades, patches, maintenance activities, and administrative process changes by executing assigned test scenarios, reviewing and documenting outcomes, and communicating identified issues to the manager or appropriate stakeholders.

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	No supervisory responsibilities.

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	and	5 years of	experience in supporting administrative systems, data analysis, reporting, or student services operations in a compliance-driven environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of administrative information systems and data informed business processes.	
Working knowledge of SQL for querying, reviewing, and validating data.	
Proficiency in Microsoft Excel, including formulas, pivot tables, data filters, and data review techniques.	
Ability to perform data validation and quality control to support accurate reporting and system integrity.	
Understanding of process documentation and system testing practices.	
Strong attention to detail with the ability to organize and complete multiple technical tasks within established timelines.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.