
Auburn University Job Description

Job Title: **Asst VP, Enrollment Mgmt & Exec Dir, Financial Aid & Scholarship** Grade SR16: \$107,200 - \$203,700
Job Code: **AD89**
FLSA status: Exempt
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.

Essential Functions

1. 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 ever-changing higher education landscape.
 2. 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.
 3. 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.
 4. 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.
 5. 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.
 6. 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.
 7. Evaluates and ensures departmental effectiveness and efficiency through ongoing data collection and assessment efforts. Participates in divisional and institutional assessment and evaluation efforts and processes. Monitors budgets and monthly budget operating statements and makes appropriate adjustments as necessary.
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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.

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Masters Degree in Higher Education Administration, Educational Administration, Communications or related field.
Experience (yrs.)	10	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.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Ability to see items in print and/or electronically.

Date: 9/6/2023
