JOB INFORMATION

Job Code	KB14
Job Description Title	Spec, Financial Aid Systems
Pay Grade	FO09
Range Minimum	$51,590
33rd %	$63,620
Range Midpoint	$69,640
67th %	$75,660
Range Maximum	$87,700
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/18/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Assistant Director of Financial Aid Services, the Financial Aid Systems Specialist provides technical support and expertise to the Office of Student Financial Aid. Oversees system upgrades, data load and data analysis, file transfers, system queries, application system processes, 3rd party databases, and first-level technical support for financial aid staff.

RESPONSIBILITIES

- Conducts daily data load of federal ISIRs and performs thorough data analysis to ensure compliance with federal regulations. Runs daily processing of aid award, generates aid offer letters and missing information letter as needed.
- Writes, edits, and reviews complex SQL statements and population selections. Work autonomously and with the Assistant Director and Director to write and edit population selections to identify potential compliance issues and ensure precise awarding, notifying, communicating, and disbursing of aid to students.
- Provides technical guidance and support to students, parents, and staff regarding financial aid inquiries and offers technical assistance for school-level issues as needed working with the vendors to resolve issues.
- Facilitates secure bi-directional daily file transfers between Auburn University, Federal Student Aid, Campus Logic, and Campus Communicator.
- Performs testing of patches and upgrades to the Banner Financial Aid module, Appworx, Campus Logic, and Campus Communicator. Ensures the timely development and maintenance of forms on the AU Financial Aid website. Collaborates with Campus Logic and Campus Communicator to implement necessary annual and ad-hoc updates and create new forms and aid notices.
- Supports the loan processing function by processing federal loan disbursements, identifying and resolving loan-related issues, and serving as a backup to the Director and Assistant Director for loan processing and technical responsibilities.
- Processes journal vouchers and vendor vouchers for financial aid staff, as well as student aid vouchers from PPS.
- Performs other related duties as assigned.

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	Bachelor's degree in Higher Education, Business, Management, Education, Counseling, Systems Management or related field. Master's degree in Higher Education, Business, Management, Systems Management or related field is desired.	And	5 years of	Experience in data analysis, information systems, and/or financial aid technology. Experience in Banner, SQL, or financial aid is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced understanding of financial aid processes and regulations in order to maintain federal compliance.	
Working knowledge of federal regulations and guidelines governing federal student aid programs, office and university policies, basic accounting, and intermediate math.	
Knowledge of Student information systems, such as Banner, Appworx, Campus Logic, and Campus Communicator, and the ability to use them to manage financial aid processes and generate reports.	
Knowledge of SQL and other programming languages, as well as database management concepts, to write, edit, and analyze data using SQL statements.	
Ability to troubleshoot to diagnose and resolve issues related to software and systems used for financial aid processing.	
Excellent communication and interpersonal skills to interact effectively with students, parents, and staff, as well as to collaborate with colleagues and stakeholders across different departments and organizations.	

MINIMUM LICENSES & CERTIFICATIONS

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

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.