Financial Aid and Scholarships Compliance Administrator

Job Code 50015979

General Description
Responsible for coordinating athletic awarding, reporting, and directing internal and external changes to Financial Aid and Scholarships while ensuring compliance with NCAA and minimizing the university’s risk of violations related to financial aid.

Example of Duties
Develop, implement, and maintain IT systems that ensure compliance with NCAA rules.
Package and disburse aid to student-athletes in accordance with NCAA and other regulations.
Prepare and manage relevant notifications and correspondence to student-athletes.
Provide excellent service to all internal and external customers.
Develop training for staff.
Enter all financial aid data accurately into a variety of reports in a timely manner.
Develop reports for auditors.
Communicate to FAS director and all staff regarding NCAA rule changes.
Attend relevant workshops and webinars and other training opportunities.
Manage the athletics appeals process.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
University Policies and Procedures, federal and state legislation regarding financial aid, NCAA institutional regulations and policies, Excel, Word, Access, Financial Aid Management system, NCAA software, and related University Databases.

Skills in:
writing, drafting correspondence to internal and external customers, training, customer service, problem solving, decision making, business efficiency, multitasking, counseling, advising, and leadership.

Ability to:
analyze trends, perform mathematical operations to determine eligibility, interact professionally with people, convey accurate information to diverse population, prioritize work tasks, and perform complex research related to NCAA and institutional aid.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements