The following additional responsibilities need to be added to the job description for the position listed. The president must notify this position of these specific responsibilities and should be evaluated in some way on how well they do them.

**Financial Aid Office**

The individual(s) assigned the duty of awarding athletically related Financial Aid is/are responsible for monitoring all athletics aid, institutional aid, and outside aid awarded.

The Financial Aid Office liaison must assume the following responsibilities:

- Determining the institution’s cost of attendance, including the Board of Trustees- approved tuition and fee charges.
- Determine the institution’s full grant-in-aid.
- Distinguishing countable and non-countable financial aid per NCAA legislation.
- Monitoring of financial aid limits
- Process initial and annual renewal/ non-renewal of athletic grants-in-aid.
- Award all financial aid for the institution, including athletics grants-in-aid, institutional grants, and all other financial aid.
- Responsible for gathering information for Appeals Committee hearings for those Student-Athletes that have their aid reduced or not renewed.
- Ensuring financial aid data is updated in Compliance Assistant.
- Signing and verifying accuracy for all squad lists that are sent to the Gulf South Conference and/or the NCAA Office.
- Assisting Institutional Research in the preparation of any required NCAA or GSC financial aid reports
- Member of the Compliance Committee.
- Attending the Regional Rules Seminar
- Any other duties, reports, or projects requested from the President, GSC Office or NCAA.