Job Title: Financial Aid Technician

Range: 36

Date Revised: August 22, 2006

Date Approved: April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing a variety of technical financial aid duties including interviewing students and assist in making determination regarding student financial aid and work study program eligibility and award levels; assist students in the interpretation of financial aid program policies.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Plans and coordinates program activities; participates as directed in the formulation, development and implementation of appropriate policies and procedures for the financial aid program; communicates with instructors, administrators, other District staff and outside agencies to coordinate and implement programs, resolve conflicts and exchange information.

2. Interviews students for financial aid, work study and other program eligibility; review financial aid applications for federal and state financial assistance programs; package and determine award level in accordance with program requirements.

3. Oversees and coordinates the processing of a variety of documents related to the financial aid program; assists students with application process for programs and services.

4. Provides technical information and expertise to students, instructors and others.

5. Creates and maintains financial aid recipient files; maintains financial aid records and prepares financial aid reports for various grant and loan disbursements; inputs and downloads data from computer database; gathers, compiles and analyzes pertinent data and statistics; prepares and maintains a variety of narrative and statistical records and reports related to program activities and effectiveness.

6. Prepares and maintains program ledgers; monitors and reconciles budgets.

7. Trains and provides work direction and guidance to others as directed.

8. Maintains current knowledge of legal requirements, procedures and policies used in providing financial aid assistance; implements policies and procedures for federal, state and local student loan, scholarship and grant programs.

9. Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.

10. Performs related duties as assigned.
OTHER FUNCTIONS

WORKING RELATIONSHIPS
The Financial Aid Technician maintains frequent contact with co-workers, counselors, faculty, students, various departments and outside agencies.

EDUCATION AND EXPERIENCE
Two (2) years of related college-level course work
Minimum two (2) years of related experience, preferably in a college financial aid or student services office

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of District organization, operations, policies and objectives
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of federal and state rules and regulations pertaining to the various financial aid programs
Knowledge of modern office practices, procedures and equipment
Knowledge of specialized equipment used to communicate with blind and hearing-impaired individuals
Knowledge of District rules and regulations governing participation in financial aid and other government sponsored programs as assigned
Knowledge of the basic principles of bookkeeping
Knowledge of record keeping techniques
Knowledge of the principles and practices of supervision and training
Knowledge and ability to operate personal and/or mainframe computers
Ability to process application for loans, grants and other financial aid
Ability to prepare budgets and financial reports
Ability to compile, organize, and analyze statistical data
Ability to work confidentially with discretion
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to understand scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

WORKING CONDITIONS
College or District office environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.