



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
FINANCIAL AID PROGRAM SPECIALIST	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

**JOB DESCRIPTION:**

Under general supervision, coordinate operations of Direct Loan Program; perform accounting work in connection with the maintenance of student financial aid records; assist students in obtaining loans; reconcile the Direct Loan and Pell Grant Programs; serve as a lead worker to Financial Aid Technicians; and perform related work as required.

**SCOPE:**

The Financial Aid Program Specialist applies professional judgment and loan guidelines to determine which students are eligible for loans and loan amounts; approves and denies loan requests; may waive student academic progress petitions according to judgment.

**DISTINGUISHING CHARACTERISTICS:**

The Financial Aid Program Specialist is distinguished from other Financial Aid classifications by the in-depth knowledge of Financial Aid programs as exemplified by the duties listed below. This classification also serves as a lead worker to other classified staff in the area.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Performs needs analysis to determine student eligibility for Direct Loans; approves or denies requests based on financial aid policies and procedures, and professional judgment.
2. Assist students with resolving financial problems and budgeting issues related to meeting the cost of their education.
3. Originates loans with the Department of Education; creates promissory notes and mails to recipients; processes approved loans through Loan Origination Center.
4. Determines amount of loan funds to be requested; notifies Accounting Office of amount of cash drawdowns in order to disburse loans; disburses loan funds to recipients.
5. Audits the work of Financial Aid Technicians; reviews packaged student files and award letters for accuracy; ensures corrections are made before information is mailed to students.
6. Monitors students' academic progress to evaluate continued financial aid and loan eligibility.
7. Verifies monthly cash receipts and individual recipient disbursements to reconcile the Direct Loan program on a continuing basis. Resolves discrepancies between the Accounting Office, the Department of Education's Loan Origination Center, and the Financial Aid Office.

8. Reconciles and reports Pell Grant disbursements to Department of Education during academic year; researches and resolves discrepancies to student accounts; contacts other colleges to resolve potential over award recipient problems.
9. Oversees the calculation of repayments and refunds; reports repayments to the Pell Grant Program and to the National Loan Data System; makes adjustments for refunds to the Direct Loan program.
10. Coordinates and conducts loan default workshops.
11. Maintains current knowledge of changes in federal and state regulations related to student financial aid programs attends, workshops and training programs.
12. May serve as a lead worker to other classified staff in the area.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Analyze the financial needs of students to determine their loan assistance eligibility and ability to repay; apply loan program management guidelines in a fair, consistent and objective way; analyze and interpret statistical information on loan defaults and apply conclusions to loan program management; provide consumer information to students and parents in groups; perform detailed financial record keeping; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Federal and State programs that provide financial assistance and loans to students; interviewing techniques; relevant Federal, State and local laws, rules, and regulations; Federal reconciliation processes and reporting processes; operation of personal computer software programs including word processing and spreadsheet tools. Methods, practices and terminology used in financial record keeping.

Preferred additional knowledge: Knowledge of needs' analysis, financial aid packaging, fee waivers, verification procedures, and student eligibility guidelines; Department of Education and National Student Loan Data System computer software.

### **MINIMUM QUALIFICATIONS:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### *Education:*

An associate's degree within related field.

#### *Experience:*

Three years working with government and/or funded programs, specifically Direct Loan and Pell Grant programs. Experience working as lead person in a computerized financial aid office preferred.