



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
FINANCIAL AID TECHNICIAN- PETALUMA CAMPUS	CLASSIFIED	GRADE J MONTHS:
BOARD POLICY REFERENCE: New Classification		Board Approved:

**JOB DESCRIPTION:**

Under general supervision, assists students in securing financial aid; advise students on aid applications, planning, resources, money management and available sources of aid and the process to qualify; enter data into various computer systems; coordinate part-time student employment activities; and perform related work as required.

**SCOPE:**

The Financial Aid Technician-Petaluma Campus evaluates and determines student eligibility for financial aid programs; ensures completeness and accuracy of information in student files; advises students of the need to submit petitions due to failure to meet academic requirements for financial aid; provides part-time jobs for students and a referral service for the community and on-campus employers; coordinates the daily support activities and operations of the Resource Center.

**DISTINGUISHING CHARACTERISTICS**

The Financial Aid Technician-Petaluma Campus is distinguished from the Financial Aid Technician I by the increased responsibility of working independent of the main financial aid processing center in Santa Rosa, and by the coordination of the daily support activities and operations of the Resource Center at the Petaluma Campus.

**KEY DUTIES AND RESPONSIBILITIES:**

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

1. Provides accurate information to students regarding state and federal financial aid resources and program requirements.
2. Interprets and explains District policies and procedures related to the assigned areas.
3. Provides accurate information to students regarding the availability of Student Employment on- and off-campus; explains the Federal Work Study award and placement process.
4. Evaluates financial aid applications and supporting documents for accuracy, clarity and completeness according to federal and state rules and regulations to determine eligibility for financial aid.
5. Verifies financial information reported on financial aid applications and additional documents; performs needs' analysis.
6. Recommends financial aid award packages; prepares and mails financial aid tracking and award letters.
7. Calculates and monitors students' academic progress to evaluate initial and continued financial aid eligibility.
8. Advises students of the need to submit petitions and long-term educational plans due to failure to meet academic requirements for financial aid.
9. Processes applications for programs such as BOG fee waivers, Federal Work Study, Americorp and EOPS/CARE Grants.

## **KEY DUTIES AND RESPONSIBILITIES - Continued**

10. Provides information regarding Student Employment Office services and activities.
11. Verifies students' timesheets for units and Federal Work Study eligibility.
12. Monitors Federal WorkStudy limit report (for Petaluma Campus) and notifies students' supervisors when limits have been met.
13. May make presentations to students and parents regarding financial aid availability and the process for applying for aid and part-time jobs.
14. Reviews enrollment prior to making payment to ensure proper coursework.
15. Supervises, trains and directs the work of student assistants.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Analyze the financial needs of students to determine their financial aid eligibility; apply financial aid eligibility criteria in a fair, consistent and objective way; compile and analyze data concerning projected student financial assistance; maintain cooperative working relationships; provide financial aid and student employment information to students and parents; maintain a confidential work environment; work under strict deadlines; multi-task with interruptions and transition from one task to another; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Federal and state programs that provide financial assistance to students; interviewing techniques; educational programs, policies and procedures; operation of personal computer software programs including word processing and spreadsheet tools and a relational database.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Graduation from high school and related college coursework; Associate's Degree preferred.

#### *Experience:*

One year of general office experience. Some college or public contact experience in a financial or public service area preferred.

Board Approved: 05-10-11