



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

JOB DESCRIPTION:

Under supervision, assist students to secure financial aid; advise students on aid applications, planning, resources, money management and available sources of aid; enter data into various computer systems; maintain records; and perform related work as required.

SCOPE:

The Financial Aid Technician I evaluates and determines basic student eligibility for financial aid programs; ensures completeness and accuracy of information in student files; places administrative holds or advises students of the need to submit petitions due to failure to meet academic requirements for financial aid.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Provides accurate information regarding the financial aid resources available to assist students in meeting their educational goals.
2. Evaluates financial aid applications and supporting documents for accuracy, clarity and completeness to determine basic eligibility for financial aid.
3. Verifies financial information reported on financial aid applications and additional documents; performs basic needs' analysis.
4. Recommends financial aid award packages consisting of Federal, State, and local aid programs.
5. Prepares financial aid tracking and award letters; mails approved notifications to students.
6. Corrects student information on computer database using specialized financial aid software.
7. Monitors students' academic progress to evaluate continued financial aid eligibility.
8. Process applications for programs such as fee waiver, EOPS/CARE, Cal Grant, O'Meara Grant, Bureau of Indian Affairs grant, and emergency loans.
9. Places administrative holds or advises students of need to submit petitions due to failure to meet academic requirements for financial aid.
10. May make presentations to students and parents regarding financial aid availability and process for applying for aid.

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 information to students and parents; 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.

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:

Graduation from high school.

Experience:

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