



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

JOB DESCRIPTION:

Under general supervision, assist students to secure financial aid; communicate as directed with Federal, State, and local agencies which provide financial assistance to students; counsel students regarding financial problems and possible sources for grants and loans; perform related work as required.

SCOPE:

The Financial Aid Technician II is fully knowledgeable of financial aid guidelines and procedures; evaluates and determines the student eligibility for financial aid programs; may use professional judgment to approve or deny eligibility in event of special conditions, dependency overrides, or student petitions.

DISTINGUISHING CHARACTERISTICS:

The Financial Aid Technician II is distinguished from the Financial Aid Technician I by the increased responsibility of calculating repayments and approving or denying special conditions.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Evaluates financial aid applications and supporting documents for accuracy, clarity and completeness according to Federal and State rules and regulations to determine basic eligibility for financial aid.
2. Verifies financial information reported on financial aid applications and additional documents; performs needs' analysis.
3. Recommends financial aid award packages of Federal, State, and local aid programs.
4. Calculates repayments or refunds for students or District.
5. Monitors students' academic progress to evaluate continued financial aid eligibility.
6. Approves or denies special conditions, dependency overrides, student petitions and consortium agreements with other colleges to grant full aid packages to part-time students attending both institutions.
7. Processes applications for Americorp and Bureau of Indian Affairs grants to eligible students.
8. May conduct entrance and exit workshops to inform students of their rights and responsibilities in order to receive Direct Student Loans.
9. May make presentations to students and parents regarding financial aid availability and process.
10. Answers questions regarding financial aid awards, eligibility, and processes.

EMPLOYMENT STANDARDS

ABILITY TO:

Analyze the financial needs of students to determine their financial aid eligibility; apply financial aid program in a fair, consistent and objective way; compile and analyze data concerning projected student financial assistance; maintain cooperative working; 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; relevant federal, state and local laws, rules, and regulations; Federal reconciliation processes and reporting processes; operation of personal computer software programs designed specifically for financial aid processes.

Preferred additional knowledge: Knowledge of needs' analysis, financial aid packaging, fee waivers, verification procedures, repay/refund calculations, satisfactory academic progress (SAP) and student eligibility guidelines.

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 with related coursework.

Experience:

Two years of increasingly responsible financial aid experience.