



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
FINANCIAL AID PROGRAM SPECIALIST	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 2008-09 CLASSIFICATION STUDY		Board Approved: 08/11/09

**JOB DESCRIPTION:**

Under general supervision, coordinate operations of the Pell Grant and/or Federal Student Loan (Direct or FFEL) Program; perform accounting work in connection with the maintenance of student financial aid records; reconcile the Pell Grant and/or Federal Student Loan (Direct or FFEL) Program; 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 to determine loan amounts; approves and denies loan requests; coordinates the Return to Title IV process; reconciles the Pell Grant and/or Federal Student Loan (Direct or FFEL) Program; 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 and by the reconciliation work done for the large Pell Grant and/or Federal Student Loan (Direct or FFEL) program. 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 various aid programs including student 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. Certifies and processes loans through specialized financial aid softwares (such as Regent FAM and ELM); creates promissory notes and issues them to students.
4. Determines amount of loan funds to be requested; notifies lenders to release loan funds to SRJC; disburses loan funds to eligible 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 individual recipient disbursements to reconcile the Pell Grant and/or Federal Student Loan program on a continuing basis. Resolves discrepancies between the Accounting Office, the Department of Education's Common Origination and Disbursement program, ELM, student lending institutions and the Financial Aid Office.
8. Reconciles and reports Pell Grant disbursements to the Department of Education during award year; researches and resolves discrepancies to student accounts; contacts other colleges to resolve potential over award recipient problems.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

9. Oversees the timing and reporting of Return to Title IV calculations; reports payments, repayments and overpayments to the Common Origination and Disbursement Program and to the National Student Loan Data System; makes adjustments for refunds through the Federal Student Loan program through ELM.
10. Coordinates and conducts loan default and responsible borrowing workshops.
11. Maintains current knowledge of changes in federal and state regulations related to student financial aid programs; attends workshops and training programs as needed.
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 eligibility and ability for various state and federal aid programs; analyze the financial needs of students to determine their loan eligibility and ability to repay; apply loan default 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:**

*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:*

An Associate's degree in a related field.

*Experience:*

Increasingly responsible experience working with government and/or funded programs, specifically the Pell Grant or a Federal Student Loan (Direct or FFEL) program. Experience working as lead person in a computerized financial aid office preferred.