



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
FINANCIAL AID TECHNICIAN I	CLASSIFIED	GRADE: I MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

JOB DESCRIPTION:

Under supervision, assist 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; and perform related work as required.

SCOPE:

The Financial Aid Technician I evaluates and determines 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 to students regarding state and federal financial aid resources and program requirements.
2. 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.
3. Verifies financial information reported on financial aid applications and additional documents; performs needs' analysis.
4. Recommends financial aid award packages.
5. Prepares and mails financial aid tracking and award letters.
6. Calculates and monitors students' academic progress to evaluate initial and continued financial aid eligibility.
7. Processes applications for programs such as BOG fee waiver, grants, and emergency loans.
8. Places administrative holds or advises students of need to submit petitions and long-term educational plans due to failure to meet academic requirements for financial aid.
9. May make presentations to students and parents regarding financial aid availability and process for applying for aid.
10. Reviews enrollment prior to making payment to ensure proper coursework.

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; 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.

Experience:

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