



TITLE	CLASSIFICATION	SALARY GRADE
FINANCIAL AID TECHNICIAN I	CLASSIFIED	GRADE: I
BOARD POLICY REFERENCE:		2015/16 Classification Review

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.

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 extensions for financial aid, appeals 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. Incumbents routinely perform approximately 80% of the duties below.

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. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Deferred Action for Childhood Arrivals (DACA) regulations.
4. May research and respond to questions from Counselors and others regarding extensions and comprehensive educational plans as they relate to financial aid eligibility.
5. Verifies financial information reported on financial aid applications and additional documents; performs needs' analysis.
6. Awards financial aid packages.
7. Prepares and mails financial aid tracking and award letters.
8. Calculates and monitors students' academic progress to evaluate initial and continued financial aid eligibility.
9. Processes applications for programs such as Board of Governor's (BOG) fee waiver, grants, and emergency loans.
10. Places administrative holds or advises students of need to submit appeals, extensions and comprehensive educational plans due to failure to meet academic requirements for financial aid.
11. May participate in outreach efforts and make presentations to students and parents regarding financial aid availability and process for applying for aid.
12. Reviews enrollment prior to making payment to ensure proper coursework.
13. May supervise student and short-term, non-continuing (STNC) employees.

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; provide effective customer service; communicate in English, both orally and in writing; maintain a confidential work environment; work under strict deadlines; 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; standard office productivity software and specialized systems.

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. Associate's degree preferred.

Experience:

Previous general office experience. Some college or public contact experience in a financial or public service area preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Ability to lift up to 50 lbs. unassisted.