

TITLE: Financial Aid Technician I

CLASSIFICATION: Classified

SALARY GRADE: C07

SCOPE OF POSITION:

Under general supervision, assists students in securing financial aid. Communicates with local, state and federal agencies that provide financial assistance to students. Advises students on aid applications and application process, including application planning, available resources, money management practices, and available sources of 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 information regarding state and federal financial aid funding and program requirements to students.
2. Calculates and monitors students' academic progress to secure and evaluate continued financial aid and loan eligibility. May research and respond to questions from Counselors and others regarding educational plans to conform to financial aid eligibility.
3. Processes applications for programs, grants, and emergency loans.
4. Prepares and mails financial aid tracking and award letters.
5. Places administrative holds and advises students of the need to submit appeals, extensions, and comprehensive educational plans due to substandard Satisfactory Academic Progress (SAP) standards.
6. Verifies financial aid applications and supporting documents for accuracy, clarity, and completeness according to federal and state regulations to determine and award scholarships, financial and state grants.
7. Verifies information from financial aid applications and performs needs analysis.
8. Interprets and implements Family Educational Rights and Privacy Act (FERPA) and Deferred Action for Childhood Arrivals (DACA) regulations and District policies and procedures.
9. May participate in outreach efforts and make presentations to students and parents regarding financial aid availability and process for applying for aid.
10. May supervise student employees.
11. May direct the work of short-term, non-continuing (STNC) employees.

KNOWLEDGE OF:

1. Federal and state educational financial aid programs.
2. Relevant local, state, and federal rules and regulations, programs, policies, and procedures.
3. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Process, compile and verify data.
2. Provide financial aid information to students and parents.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED required.

EXPERIENCE:

1+ year of general office experience required.

OTHER REQUIREMENTS:

- 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.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).