

# SISKIYOU COMMUNITY COLLEGE DISTRICT

## Job Description

**Job Title:** Financial Aid Technician II **FLSA:** Non-Exempt  
**Group:** Classified **Salary Class:** F **Salary Schedule:** Classified

### **Job Summary**

Under the general direction and supervision of the Director of Financial Aid, perform a variety of duties associated with the coordination of state, federal and local financial aid assistance programs.

**Essential Duties and Responsibilities include the following:** This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Provide information to students regarding financial aid program requirements and procedures. Evaluate documented financial need; advise parents and students about availability, application process, rights and responsibilities related to student aid. Receive limited supervision within a broad framework of standard policies and procedures.

Accept financial aid applications and forms; review for completeness and accuracy; verify information reported on student applications to determine eligibility for BOGW C program awards.

Screen applications; review student folders, transcripts, test scores, etc., for eligibility; process all financial aid transcripts.

Interview students seeking financial assistance; perform needs analyses; assist in packaging of awards, which includes completion of Federal, state and private scholarship applications (FAFSA/CAL Grant/Scholarships).

Monitor work-study students as appropriate; check for satisfactory progress for financial aid students.

Review and verify, as required, information reported on financial aid applications and determine eligibility; verify student's income.

Provide loan counseling and debt management tasks for each student requesting loan.; process loans and end correspondence to borrowers informing them of repayment responsibility.

Operate a computer and financial aid software to update and maintain student records and prepare award notifications and other related reports.

Apply financial aid policy to identify students who have exceeded funding limitations; assist in process of financial aid appeals.

Maintain level of confidentiality regarding documents received and other matters involving students and financial aid.

Interpret, apply and comply with federal and state regulations governing student financial aid; maintain current knowledge of guidelines/regulations related to financial aid.

Certify veterans educational benefits

Perform timely completion and submission of various state and federal reports; research data for specialized reports (SSCR).

Respond to technical questions and provide financial aid eligibility information to students, staff and the general public.

Provide information to students regarding general application procedures for scholarships.

Maintain close working relationship with Admissions and Records, Counseling, EOP&S, Testing, and other campus offices as well as other college or agencies.

Perform other related duties.

**Employment Standards:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Training and Experience:** Any combination of training and experience equivalent to the completion of approximately two years of college level work in student personnel services public relations, financial services or a related field, and two years of increasingly responsible experience in financial aid services.

**Knowledge:** Knowledge of federal, local and state programs providing financial assistance to students; principles of individual appraisal; interviewing and advisement techniques; pertinent laws, rules and regulations; accounting and auditing techniques; modern office methods and practices; computers, computer programs, word processing; office management techniques and procedures; public and human relations techniques.

**Ability:** Ability to interpret program instructions and follow detailed procedures; gather, compile and analyze data concerning projected student financial assistance; analyze student financial needs; assist students in application process; apply pertinent laws, rules and regulations; write and communicate effectively; use appropriate and correct English, spelling, grammar and punctuation; perform accurate mathematical computations; operate modern office technological equipment; establish and maintain effective work relationships with those contacted in the performance of required duties.

**Physical Effort/ Work Environment:** Light physical effort; occasional standing or walking; periodic handling of lightweight parcels. Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

**Job Description Approved: 4/98**