

SISKIYOU COMMUNITY COLLEGE DISTRICT

Job Description

Job Title: Financial Aid Technician I

FLSA: Non-Exempt

Group: Classified

Salary Class: D

Salary Schedule: Classified

Job Summary

Under the general direction and supervision of the Financial Aid Director, perform general supportive duties related to the functions of the Financial Aid Office.

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.

Maintain and update student financial aid files; receive and program financial aid applications; process information reported on student applications; prepare statistical reports. Receive limited supervision within a broad framework of standard policies and procedures.

Provide information and assistance to students and parents regarding general application procedures for financial aid and scholarships.

Conduct transactions with students, educational personnel and the public in matters requiring knowledge of rules, procedures, policies, and activities associated with financial aid; collect documents for financial aid from students.

Assist students having difficulty with the process; refer to appropriate resource; work with student loan office regarding the loan.

Maintain records on financial aid to students; supervise COS scholarships; follow-up on applications.

Assist students in understanding and using the information contained in the student aid application instruction pamphlet and other consumer information distributed by the financial aid office.

Prepare financial aid award letters for mailing and distribution; ensure that appropriate forms are distributed and that deadlines are met.

Proofread all award letters, complete Pell Grant Student Aid Reports; verify student enrollment status; maintain outside scholarship portfolio.

Intake Financial Aid applications and forms; review for completeness and accuracy; process Cal Grant awards; process and reconcile Cal Grants.

Supervise work study program.

Assist in interpreting criteria established by regulations pertaining to federal and state financial aid programs.

Maintain and update student financial aid files; assist in verifying information reported on student applications; resolve conflicting information.

Maintain close working relationship with Admissions and Records, EOPS staff, and the Business Office.

Coordinate with high schools for graduation and award ceremonies; submit letters to students.

Operate computer equipment including mainframe, personal computer and other word processing equipment; set up and maintains various filing systems; compile statistical data, recapitulates data, compile special reports; maintain ledger card on each student.

Receive, open and route mail, incoming verification forms, payment documents and requests for financial aid transcripts; compose correspondence; answer the telephone and responds to general questions; schedule and oversee student work hours.

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 one year of college level courses work in business administration, office procedures, or a related field, and one years of increasingly responsible experience in a financial aid office.

Knowledge: Knowledge of office methods, practices, and procedures including letter writing, financial record keeping, receptionist and telephone techniques; federal, local and state programs providing financial assistance to students; computers, computer programs, word processing; records management techniques; public and human relations techniques.

Ability: Ability to interpret program instructions and follow procedures; solve application related problems; perform responsible record-keeping work using independent judgment and initiative; assist students in application process; apply pertinent laws, rules and regulations; write and communicate effectively; type at a rate of 40 words per minute; use appropriate and correct English, spelling, grammar and punctuation; perform accurate mathematical computations; operate 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 light weight 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