

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FINANCIAL AID TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical financial aid duties including interviewing students and assist in making determination regarding student financial aid and work study program eligibility and award levels; assist students in the interpretation of financial aid program policies.

REPRESENTATIVE DUTIES:

Interview students for financial aid, veterans, work study and other program eligibility; review financial aid applications for federal and State financial assistance programs; package and determine award level in accordance with program requirements. *E*

Interpret financial aid procedures to community agencies, students and the general public; perform student financial aid needs analysis and student financial aid packaging. *E*

Maintain contact with a variety of agencies including federal and state financial assistance agencies, private scholarship organizations and lending institutions that participate in financial aid programs. *E*

Implement policies and procedures for federal, State and local student loan, scholarship and grant programs. *E*

Oversee grant programs on a campus; award, disburse and reconcile program funds based on established program guidelines; assure proper steps and analyses are performed and documented for each student. *E*

Participate in obtaining job placements for work study students; assure that students fill out the proper employment forms; collect time cards from students; monitor the number of hours worked by students. *E*

Inform students of approval or denial of financial aid appeals; inform students when placed on probation or suspension, or if they have been terminated from a financial aid program. *E*

Create and maintain financial aid recipient files; maintain financial aid records and prepare financial aid reports for various grant and loan disbursements; revise budgets and awards as necessary to prevent over spending of awards. *E*

Conduct financial aid workshops for high school students and their parents at various high schools. *E*

Set schedule and participate in a variety of meetings including the financial aid committee and scholarship committee. *E*

Assist in the planning, prioritizing and directing the work of clerical and student financial aid staff.

Assist veterans in the completion of veterans assistance forms; contact government agencies to obtain information regarding the status of benefits applications.

Attend training workshops on financial aid programs as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and State rules and regulations pertaining to the financial aid application process and eligibility.

Requirements of various scholarships, grants, loans and awards.

Work study, job placement programs, veterans, scholarships and other related programs.

Financial aid application procedures.

Principles of providing work direction and guidance.

Business letter writing and basic report preparation.

Modern office procedures, methods and computer equipment.

Basic arithmetic.

Financial aid computer software.

ABILITY TO:

Interpret and apply federal and state rules and regulations pertaining to the financial aid application process and eligibility.

Explain various scholarships, grants, loans and awards and the requirements of various financial aid programs.

Interview, screen and place students in work study and job placement programs.

Maintain accurate and complete files and records.

Provide work direction and guidance and train technical, clerical and student assistants.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and applicable software.

EDUCATION AND EXPERIENCE:

Any Combination Equivalent To:

Associate degree in business administration, social sciences or a related field **AND** two years of increasingly responsible experience in financial and/or budget data.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>2</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | h. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | i. | Ability to operate office equipment. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.