

## **MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**SALARY SCHEDULE: A**  
**SALARY RANGE: 81**

### **CLASS TITLE: FINANCIAL AID SPECIALIST**

**OVERVIEW:** Under general supervision, this position is responsible for performing a variety of technical financial aid duties including interviewing students and assisting in making determination regarding student financial aid and work study program eligibility and award levels; assisting students in the interpretation of financial aid program policies.

### **EXAMPLES OF DUTIES:**

- Plans and coordinates program activities; participates as directed in the formulation, development and implementation of appropriate policies and procedures for the financial aid program; communicates with faculty, administrators, other District staff and outside agencies to coordinate and implement programs, resolve conflicts, and exchange information.
- Maintains current knowledge of legal requirements, procedures, and policies used in providing financial aid assistance; implements policies and procedures for federal, state, and local student loan, scholarship, and grant programs.
- Interviews students for financial aid, 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.
- Creates and maintains student financial aid recipient files; maintains financial aid records and prepares financial aid reports for various grant and loan disbursements; inputs and downloads data from computer database; gathers, compiles, and analyzes pertinent data and statistics; prepares and maintains a variety of narrative and statistical records and reports related to program activities and effectiveness.
- Prepares and maintains program ledgers; monitors and reconciles budgets.
- Oversees and coordinates the processing of a variety of documents related to the financial aid program; assists students with application process for programs and services.
- Provides technical information and expertise to students, faculty, and others.
- Trains and provides work direction and guidance to others as directed.
- Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Organization, operations, policies and objectives
- Applicable sections of State Education Code and other applicable laws
- State and federal rules and regulations pertaining to the various financial aid programs
- Rules and regulations governing participation in financial aid and other government sponsored programs as assigned
- Modern office practices, procedures and equipment
- Basic principles of bookkeeping
- Record keeping techniques
- English usage, grammar, spelling, punctuation, and vocabulary
- Various computer software applications as well as specialized financial aid program software

**Ability to:**

- Process applications for loans, grants and other financial aid
- Prepare budgets and financial reports
- Operate a variety of office equipment including personal and/or mainframe computers
- Interpret, apply and explain rules, regulations, policies and procedures
- Compile, organize, and analyze statistical data
- Work confidentially with discretion
- Plan, organize and prioritize work
- Meet schedules and time lines
- Work independently with little direction
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others

**Education and Experience:** Minimum three years of increasingly responsible training or experience in a college financial aid office and completion of two years related college-level coursework.

**LICENSES AND OTHER REQUIREMENTS:**

- *The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.*
- *Official offers of employment are made by the Mt. San Antonio College Office of Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been fingerprinted and clearance for employment is authorized by the Office of Human Resources. Costs for fingerprinting services shall be borne by the candidate.*

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Hearing and speaking to exchange information and make presentations

*Reasonable Accommodation shall be provided as required.*

**POSSIBLE HAZARDS:**

- Extended viewing of computer monitor