

Position Description
Financial Aid Technician
Department: Financial Aid

POSITION PURPOSE

The Financial Aid Technician performs technical tasks related to the processing of financial aid requests and disbursements. Maintains the Electronic Data Exchange Program for Pell Grant funding purposes by reporting students' amounts disbursed, expected disbursements, and reconciles actual expenditures with budgeted amounts.

NATURE AND SCOPE

The Financial Aid Technician may supervise hourly and work study students.

The Financial Aid Technician is responsible for processing short-term loans, making corrections and reconciliations to Pell Grant payments, processing financial aid transcripts, supervising, scheduling and providing direction to the hourly and work study staff, and counseling students. Other decisions, such as making financial aid dependency status changes, approving appeals, approving William Ford Direct Loans, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Balances and prepares adjustments for Pell Grant Program including coordinating and rectifying student payments.
2. Coordinates hourly staff work schedules; trains, assigns and supervises workload of work study students.
3. Prepares and processes transcript requests and related correspondence for other educational institutions and Federal and State agencies.
4. Counsels students on Financial Aid related matters.
5. Facilitates and teaches Financial Aid seminars for high school and college students and parents; represents Financial Aid Office and speaks at on- and off-campus functions; trains other trainers and facilitators, and updates training materials.
6. Orders and maintains department supplies and forms and processes printing requisitions.
7. Processes and approves fee waivers and short-term loans.
8. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
California Education Code; Title IV of Federal Regulations
Understanding of government and/or funded programs preferred
Accounting principles and procedures; government or college accounting systems preferred
Modern office practices and procedures
Various software applications e.g., Microsoft Office and WordPerfect

Skills and Abilities:

10 key data entry skills
Typing 45-60 wpm
Detail oriented
Strong basic math skills
Work a variety of specialized office equipment i.e., copiers, fax machine
Excellent written and oral communication
Excellent interpersonal skills
Professional telephone skills
Ability to work independently
Management and organizational skills

Education and Experience:

A.A. degree in Business, Accounting or related field
2-4 years directly related experience

Working Conditions:

Typical office environment
Ability to lift up to 50 lbs.