

## YUBA COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: FINANCIAL AID TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an Associate Dean, review and make decisions regarding awards and monitor the eligibility of aid applicants District-wide; maintain financial aid records in accordance with computerized accounting/management systems; assist with financial aid program planning and implementation; assist in the coordination of scholarships and guaranteed student loan programs.

#### **DISTINGUISHING CHARACTERISTICS:**

The Financial Aid Technicians make decisions regarding financial aid awards on a variety of programs. The Senior Financial Aid Technician reviews award decisions, provides work direction and guidance and meets with students regarding grievances or decisions.

#### **REPRESENTATIVE DUTIES:**

Review applications and make decisions regarding awards and monitor the eligibility of aid applicants District-wide; maintain financial aid records in accordance with computerized accounting/management systems; assist with financial aid program planning and implementation; assist in the coordination of scholarships and guaranteed student loan programs. (E)

Maintain current knowledge of and interpret federal and State regulations and guidelines concerning student financial aid programs and College guidelines for Campus-funded awards. (E)

Accept, process and make decisions regarding various financial aid applications; assure computer input of appropriate student information; determine what available financial assistance best serves students' needs and legal qualifications and award appropriate amount and type of grant; complete student eligibility reports. (E)

Monitor continued eligibility for students awarded; amend student awards according to changes; input information into the computer to monitor and change student payments. (E)

Prepare statistical reports as required. (E)

Counsel students regarding appropriateness of loan applications; review and complete loan applications for the Guaranteed Student Loan Program, demonstrating need and eligibility and developing budget; monitor student eligibility monthly. (E)

Coordinate Scholarship Program between the College and community resources; update the scholarship brochure and scholarship applications as needed; coordinate with on- and off-campus offices for recruitment of various scholarship applicants; make presentations and prepare letters regarding scholarships available at the District; maintain related records. (E)

Coordinate the accounting and program functions for State Cal Grants B and C; complete Cal Grant rosters; determine eligibility and award students according to established procedures. (E)

Interview selected students for verification by the Department of Education; resolve conflicting information and obtain appropriate information and perform needs analysis to determine student's eligibility for aid. (E)

Assist Associate Dean with planning and developing operating procedures for financial aid programs and services.

Assist in the development of forms and procedures; verify eligibility; assure the disbursement of checks on a  
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timely basis.

Assist in composing informational materials pertaining to the Financial Aid Program for wide distribution on Campus, other campus sites and to the community at large.

Attend financial aid conferences and training workshops to receive information of changes in program regulations, requirements and policies.

Prepare and maintain a wide variety of records, reports and files.

Perform related duties as assigned.

**KNOWLEDGE OF:**

Applicable software.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and procedures.

Applicable sections of State Education Code.

Personal and financial problems encountered by low income and non-traditional students.

Methods and practices of record-keeping and reporting.

Principles and techniques of interviewing and training.

Rules, regulations and policies of federal, State and Campus student financial aid award programs.

Accounting principles and procedures.

**ABILITY TO:**

Assist with planning, organizing, overseeing and evaluating of financial aid programs and office services.

Perform financial and statistical record-keeping work for a variety of federal and State financial aid programs.

Prepare and maintain complete and concise reports, files and records.

Read, interpret, apply and explain complex laws, regulations, policies and procedures regarding student financial aid and awards.

Exercise sound judgment in reviewing student financial aid applications.

Relate to various types of students.

Coordinate operations with support services in payment of aid to students.

Operate a variety of office equipment including computer terminal, programmable calendar and typewriter.

Make arithmetic computations with speed and accuracy.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: associate's degree in business or related field and two years of increasingly responsible related experience.

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read and assure accuracy of various forms and reports.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to retrieve and store files.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.