

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR FINANCIAL AID TECHNICIAN

BASIC FUNCTION:

Under the direction of the Associate Dean of Financial Aid/EOPS, prepare formal applications for government and private aid awards for District students; maintain financial aid records in accordance with the computer accounting management system; coordinate support services on campus and at centers; assist with financial aid program planning and implementation.

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:

Maintain current knowledge of and interpret and explain federal and State policies, regulations and procedures concerning student financial aid programs and services and College guidelines for financial aid awards. (E)

Review the budget and audit awards made to students by Technicians for accuracy and compliance with regulations and College policies. (E)

Meet with students to resolve grievances and issues regarding financial aid decisions. (E)

Receive, record and report student payments on federal and State programs. (E)

Train and provide work direction to other Financial Aid staff as assigned. (E)

Accept and process 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)

Coordinate the Federal Work Study (FWS) program including budget allocation and accounting functions; monitor continued eligibility. (E)

Coordinate and monitor the allocation and expenditures of program funds awarded at various campus site locations; prepare reports to identify program utilization. (E)

Develop forms, write and distribute materials such as brochures, flyers and bulletins and coordinate function activities with support services; oversee the expenditure and control of funds; assure the disbursement of checks on a timely basis. (E)

Prepare and maintain a variety of records, reports and files related to assigned activities. (E)

Assist the Director with planning, developing and coordinating operating policies and procedures for financial aid programs and services as needed.

Assist the Director with coordinating dorm tuition and fee charges, and other student charges processed through financial aid funding sources.

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

Maintain open communication with Center personnel to assure students are served on a timely basis.

Assist in internal and external audit process for District-wide disbursement of aid.

Encourage enrollment of students through recruitment on and off-campus as needed.

Address a variety of groups concerning availability and types of financial aid services; advise financial aid applicants as necessary.

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

Perform related duties as assigned.

KNOWLEDGE OF:

Accounting principles and procedures.

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.

Available scholarships and grants and the application and award processes.

Methods and practices of record-keeping and report preparation.

Principles and techniques of interviewing, training and supervision.

Public speaking techniques.

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

ABILITY TO:

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

Perform difficult 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.

Prepare and deliver oral presentations.

Analyze situations accurately and adopt an effective course of action.

Relate to various types of students.

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

Analyze situations accurately and adopt an effective course of action.

Operate a variety of office equipment including computer terminal.

Make arithmetic computations with speed and accuracy.

Work cooperatively with others.

Work independently with little direction.

Train and provide work direction to others.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in business, psychology, social services or related field and four years increasingly responsible financial aid 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.