

San Diego Community College District

NANC JOB DESCRIPTION

Title: Financial Aid Assistant

Unit: Non-Academic/Non-Classified Service

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Job Code: N1310

Original Date: 07/2012

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor, perform general clerical duties such as copying, data entry, filing, sorting mail, typing, and running campus errands; assist the Senior Clerical Assistant with file imaging.

DESIRABLE QUALIFICATIONS:

Knowledge of federal financial aid programs; modern office practices, procedures, and equipment, including computer hardware and software; and record-keeping techniques. Ability to operate computers and business-related software, including word processing, spreadsheets, and databases; maintain interrelated records and files; understand and follow oral and written directions; communicate effectively both orally and in writing; and establish and maintain effective working relationships. Must be a full-time student.

TYPICAL DUTIES INCLUDE:

- Perform general clerical duties in the Financial Aid Office.
- Explain District policies, regulations, and procedures and student financial aid programs.
- Operate standard office machines and equipment, including computer hardware and software to enter and extract information and data.
- Review files, records, and other documents to obtain information to respond to requests.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons.
- Assist students, faculty, and the public.
- Receive, open, sort, and route mail.
- Type correspondence and other materials.
- Manage calendars and set appointments.
- Maintain files and records; assist with file imaging.