

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Student Assistance Technician / Financial Aid

Unit: Office Technical

Page: 1 of 2
Job Code: J1138
Original Date: 01/1991
Last Revision: 04/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the direction of a Financial Aid Officer or assigned supervisor, perform responsible technical duties associated with the operation of a student financial aid program.

EXAMPLE OF DUTIES

1. Assist with planning and developing operating procedures for financial aid programs and services; assist in the organization, implementation, supervision, and evaluation of assigned programs.
2. Maintain current knowledge of and interpret federal and State regulations and guidelines concerning student financial aid programs.
3. Use independent judgment to make decisions regarding student eligibility and implementation/application of federal and State financial aid regulations.
4. Review and analyze financial aid applications; determine student eligibility and financial need by applying appropriate needs analysis methodology utilizing complex tax returns, financial statements, and other non-taxable documentation; package, adjust, and award funds.
5. Supervise the expenditure and control of funds; supervise disbursement of checks; control emergency loans committed and expended; authorize requisitions and verify appropriate forms.
6. Supervise record maintenance; supervise and participate in student reception and loan information activity to ensure compliance with federal and State regulations.
7. Compose informational material pertaining to the financial aid program for publication to students, faculty, staff, and student services council.
8. Resolve problems, complaints, and complex issues related to financial aid programs, policies, and student eligibility for students and staff.
9. Research, collect, and compile data for reports; prepare reports; prepare Board docket items as necessary.
10. Provide assistance, counsel, and information to students, faculty, staff, and the public concerning financial aid programs and requirements.
11. Train and provide technical work direction to classified staff; provide input into the performance evaluation process as requested.
12. Interview, advise, and assist students individually and in groups.
13. Attend workshops and seminars to keep abreast of current financial aid regulations and policies.
14. Serve on special committees and perform special projects as assigned.
15. Supervise financial aid office in the absence of the Financial Aid Officer or assigned supervisor.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

- Applicable sections of State Education Codes.
- Awareness of needs and problems encountered by economically-disadvantaged students.
- Basic principles of training and work direction.
- Computerized record-keeping techniques.
- Correct English usage, vocabulary, spelling, punctuation, and grammar.
- Culture, practices, and views of various minority groups.
- District organization, operations, policies, and objectives.
- Fundamentals of accounting, including knowledge of federal and State tax returns and financial documents.
- Grant proposal preparation techniques and requirements.
- Interviewing techniques.
- Laws, regulations, and policies governing assigned programs.
- Methods and practices of record-keeping and report preparation.
- Oral and written communications skills.
- Program requirements, guidelines, goals, and objectives.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze complex IRS tax forms and financial documents.
- Analyze, interpret, and apply policies and procedures of assigned programs.
- Assist with the planning, organization, supervision, and evaluation of a Financial Aid/EOPS program operation and service.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Exercise sound judgment in reviewing and screening applications for grants, loans, and scholarships to determine eligibility.
- Interview effectively and obtain relevant facts.
- Learn and interpret rules, regulations, and policies governing the financial aid programs.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Organize and assemble data and prepare reports.
- Plan and organize work.
- Train and provide work direction to classified staff, students, and clerical assistants.
- Work confidentially with discretion.
- Work independently with little direction.
- Write proposals for State and federal grants.

Training and Experience:

Any combination of training and experience equivalent to: completion of two years of college with major course work in business administration, public relations, or related field and three years of increasingly responsible experience involving interpretation and application of rules and regulations, preferably in a financial aid program.

License:

Valid California driver's license.

WORKING CONDITIONS**Physical Requirements:**

Category III, usually minimum requirements.

Environment: Favorable, usually involves an office.