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|--------|----|
| Range  | 30 |
| Hours  | 8  |
| Week   | 40 |
| Months | 12 |

SHASTA-TEHAMA-TRINITY  
COMMUNITY COLLEGE DISTRICT

JOB TITLE: Financial Aid Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of highly responsible and technical duties involved in determining student financial need and eligibility for a variety of federal, state, and local financial aid programs; to "package" and disburse financial aid awards to students; and to maintain and update financial aid records and reports as assigned. Employees in this classification receive limited supervision within a framework of standard policies and procedures and may direct, oversee, and monitor the work of student assistants or work study employees. This job class requires a thorough knowledge of financial aids programs and eligibility requirements as well as organizational, problem solving, and record keeping skills.

SUPERVISOR: Financial Aids Office Manager

TYPICAL DUTIES:

- Collects and processes student financial aid applications as prescribed by state and federal guidelines.
- Reviews and analyzes financial aid applications and determines financial need.
- Determines type(s) and amount of aid to be recommended in financial aid packages based on state, federal, and local rules, regulations, and guidelines.
- Packages awards, notifies students, and disburses awards.
- Monitors, checks, and evaluates student progress for continued eligibility in financial aid programs.
- Disseminates information related to financial aid programs; assists prospective students in completing applications ensuring that all necessary information is obtained.

Typical Duties (continued):

- Advises students regarding money management and their responsibilities as financial aid recipients.
- Conducts interviews with financial aid applicants and suggests counseling when needed.
- Utilizes computer software related to need analysis and packaging processes.
- Establishes, maintains, and updates confidential student files related to financial aid; performs data entry of all pertinent information related to financial aid and loan recipients.
- Maintains accurate accounts and ledgers of awards funded, revised, or cancelled for all campus-based financial aid programs.
- Performs a variety of arithmetical calculations and recalculations related to financial aid and eligibility determination.
- Produces financial aid warrants and payment schedules.
- Collects and prepares for college/work study payroll processing; maintains individual accounts for each student and coordinates work/study activities with the Placement Office.
- Assists in compiling statistical data for use in the preparation of federal and state reports.
- Assists in the development and review of the budget, eligibility compliance, and access for the EOPS Programs, and serves as a member of the Steering Committee.
- Assists in the development of forms necessary for operation of financial aid programs.
- Compiles and maintains a waiting list of eligible financial aid applicants.
- Assists with visitations to high schools, parent groups, and other organizations.
- Assigns and oversees the work of short-term and student employees.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

### Knowledge Of:

- Rules, regulations, and interpretations for determining student eligibility for all state, federal, and local financial aid programs.
- College, community agencies, services, and resources available to students.
- Effective telephone techniques.
- Effective communication techniques including speaking in front of large groups.
- Office methods, practices, and procedures including information systems and electronic data processing.

### Ability To:

- Assume responsibility for carrying out general policies without immediate supervision.
- Communicate effectively in both oral and written form.
- Operate modern office equipment including automated systems.
- Work within exacting time lines.
- Quickly identify problem areas or situations, isolate problem causes, and take appropriate action to resolve problems identified.
- Interpret state, federal, and local regulations and requirements related to student financial aid programs and apply them with good judgment in practical situations.
- Organize, prioritize, and process assigned workload and tasks within stringent time lines.
- Perform mathematical calculations quickly and accurately.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

### EDUCATION/EXPERIENCE:

- Experience in conducting interviews.
- At least two years of college or equivalent; AA Degree preferred.
- Directly related practical experience may be substituted for education.