

Range: 24
Hours: 8
Week: 40
Months: 12

**SHASTA-TEHAMA-TRINITY
COMMUNITY COLLEGE DISTRICT**

JOB TITLE: Financial Aids Assistant

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of responsible support duties in the dissemination, collection, review, verification, and processing of student financial aid information and applications. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this classification maintain, oversee, and direct the work of temporary staff and student assistants. This job class exercises responsibility for the accurate dissemination of information regarding a variety of financial aids programs and requirements and for ensuring that financial aid applications and files are complete. This job class requires a high degree of communication skills, organizational skill, initiative. This job class exercises independent judgment in the application and follow through of established financial aid requirements and policies.

SUPERVISOR: Financial Aids Office Manager

TYPICAL DUTIES:

- Interviews students to determine if financial aid information and files are complete
- Reviews and verifies all documentation for student financial aid files; types correspondence necessary to gather additional documentation
- Assists students in applying for financial aid programs; provides accurate information regarding financial aid programs, furnishes required forms, and assists students in completing them
- Prepares, processes, and analyzes financial aid applications and forms ensuring that all necessary data and information is obtained
- Advises students relative to money management and their responsibilities as a financial aid recipient
- Checks and evaluates student progress

Typical Duties (continued):

- Disseminates information to students and parents at weekly workshops; assists supervisor in the dissemination of financial aids information to high schools and parent groups
- Issues financial aid checks to students
- Processes Guaranteed Student Loan applications to include reviewing application for complete information, checking units to determine appropriate status, assigning lending institution and disbursement dates, and issuing checks to students
- Processes Change of Status Forms, changing information on computer as well as student's file; notifies Student Aid Commission of changes in student status as required
- Disburses a variety of checks to students and maintains appropriate records
- Maintains accurate files records related to assigned functions; posts loan amounts to appropriate ledgers and updates files as required
- Types required correspondence and reports
- Assist in other office support functions as required
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:Knowledge Of:

- Rules, regulations, and interpretations for PELL, CWS, SEOG, CGSL, EOPS, and other state/federal financial aid and scholarship programs
- College and community agency services and resources available to students
- Office methods, practices, and procedures including information systems and electronic data processing

Employment Standards (continued):Ability To:

- Communicate and relate effectively with students, parents, faculty, staff, and community representatives
- evaluate financial statements
- work within exacting time limits and deadlines
- Learn and interpret rules, regulations, interpretations, for PELL, CWS, SEOG, CGSL, EOPS, and other state/federal financial aid and scholarship programs
- Gather, compile, organize, and evaluate information accurately
- Type accurately at a rate required for successful job performance
- Maintain accurate records and files
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

- Experience in meeting and dealing with the public is desirable
- At least two years of college or equivalent; AA degree preferred
- Directly related experience may be substituted for education.