VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FINANCIAL AID SPECIALIST

BASIC FUNCTION:

Under the direction of the Financial Aid Officer, assist the Financial Aid Officer in coordinating and implementing an effective student financial aid program according to legal requirements.

REPRESENTATIVE DUTIES:

Assist in coordinating and implementing an effective student financial aid program according to legal requirements. E

Review and analyze documents, compile and verify information to determine accuracy; perform need analysis, make determinations and award financial aid packages to eligible students according to established guidelines and procedures; assure compliance with federal and state laws and regulations governing financial aid programs and with district and internal policies and procedures. E

Assist students and parents with information regarding the financial aid process and the completion of applications; collect student and parent financial data; determine student budgets and compute financial need. E

Meet with students and parents to resolve issues and discrepancies or to make revisions in awards; discuss a variety of sensitive and confidential information with students, parents, faculty and staff; make professional judgments and decisions regarding eligibility. E

Review, interpret and apply complex regulations and policies governing all Title IV financial assistance and programs administered by the State and federal government. E

Oversee the maintenance of student records regarding financial aid; advise students of program eligibility. E

Assist with the planning and implementation of college and community financial aid workshops; participate in and represent the college at meetings, workshops and conferences relating to financial aid. E

Coordinate awards and other outside resources to determine financial aid eligibility. E

Issue and collect emergency student loans; maintain loan records. E

Prepare a variety of reports and statistical data as requested by State or federal officials; develop office forms for verifying information. E

Provide financial planning information and assistance to students planning to transfer to other colleges; receive and provide a variety of information to other district departments, staff, management, faculty, students, parents, outside agencies and the public regarding the financial aid process and financial aid policies and procedures. E

Established June 2002
FINANCIAL AID SPECIALIST (continued)

Review and evaluate students’ academic progress in accordance with the current Financial Aid Satisfactory Academic Progress Policy; review, evaluate and take action on student complaints and appeals relating to financial aid eligibility; keep current with federal and state financial aid laws relating to eligibility and disbursement procedures. E

Use complex student system and financial aid computer software; submit and receive data and information via various financial aid internet sites in compliance with federal regulations; prepare and process a variety of letters and forms. E

Maintain special programs as assigned; coordinate special program activities between the college, private agencies and the public; prepare program reports as needed. E

Provide work direction and guidance to student workers or other staff as assigned; assist with staff training as needed; provide input to the Financial Aid Officer on the evaluation of financial aid staff and student workers; oversee Financial Aid Office operations when Financial Aid Officer is away as requested. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, State and local financial aid programs and regulations
Financial and statistical record-keeping
Interviewing and counseling techniques
Personal budget management
Basic mathematics
Principles of training and providing work direction
Federal methodology needs analysis system
Correct English usage, grammar, spelling, punctuation and vocabulary
District organization, operations, policies and objectives
Oral and written communications skills
Report preparation
Applicable sections of State Education Code and other laws
Technical aspects of field of specialty
Income tax and financial statements
Telephone techniques and etiquette
Interpersonal skills using tact, patience and courtesy
Financial programs for under-represented students
Basic research methods
Financial statement preparation
Modern office practices and procedures
ABILITY TO:

Assist in coordinating and implementing an effective student financial aid program according to legal
requirements
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, records and files
Read, interpret, apply and explain complex laws, regulations, policies and procedures regarding student
financial aid and awards
Exercise sound judgment in reviewing student financial aid applications
Relate to students with economically deprived backgrounds
Operate a calculator, copier, typewriter, computer and assigned software
Make arithmetic calculations quickly and accurately
Review personal budgets
Understand and follow oral and written directions
Meet schedules and timelines
Work independently with little direction
Prepare and deliver oral presentations
Work confidentially with discretion
Establish and maintain effective working relationships with others
Communicate effectively both orally and in writing
Analyze situations accurately and adopt an effective course of action
Plan and organize work
Compile and analyze data and prepare reports concerning financial aid for students
Train and provide work direction to others
Maintain current knowledge of technological advances in the field
Complete work with many interruptions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college and three years of increasingly
responsible experience in a college financial aid office.

WORKING CONDITIONS:

ENVIRONMENT:

Financial Aid Office environment
Constant interruptions and frequent interaction with students, staff, lending institutions, agencies and the
public

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time
Hearing and speaking to communicate with others
Seeing to review and inspect documents
Dexterity of hands and fingers to operate a computer keyboard
Reaching to retrieve and file records