VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FINANCIAL AID TECHNICIAN

BASIC FUNCTION:

Under the direction of the Financial Aid Officer, perform a variety of duties involved in the federal and state financial aid programs and other major functions of the Financial Aid Office.

REPRESENTATIVE DUTIES:

Process financial aid applications, prepare and maintain student files, receive and review documents; make determinations in assisting students in file completion; ensure the timely processing of financial aid. E

Review academic transcripts to verify courses, units completed, grade level, and compliance with Satisfactory Academic Progress Standards. E

Inform and assist students with the financial aid process and with the completion of applications; collect student financial data. E

Provide technical information and assistance to students, staff, counselors, faculty, and administrators in the interpretation and clarification of financial aid programs; assist with the planning and presentation of financial aid workshops. E

Process and maintain records; advise students on federal and state programs in accordance with regulatory statutes. E

Review and compile financial aid data for reporting purposes. E

Prepare, maintain, and update financial aid publications, brochures, and documents. E

Prepare correspondence, compile information, and maintain financial aid records; enter a variety of data into the computer to update student information; perform other clerical support duties as needed. E

Provide direction and guidance to student workers or other clerical personnel. E

Perform related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, and equipment
Use of internet to access a variety of agency records and information
Record-keeping techniques

Revised February 2012
Established July 2002
Financial aid rules, regulations, policies, and procedures
Basic math
Report preparation
Correct English usage, grammar, spelling, punctuation, and vocabulary
Technical aspects of field of specialty
Financial programs for under-represented students
Interpersonal skills using tact, patience, and courtesy
Oral and written communication skills
Operation of a computer and assigned software

ABILITY TO:

Perform a variety of duties involved in the federal and state financial aid programs and other major functions of the Financial Aid Office
Interpret and explain rules, regulations, procedures, policies, and catalogues regarding federal and state financial aid programs
Perform financial statistical record-keeping work for a variety of federal and state financial aid programs
Prepare and maintain reports, records, and files
Exercise sound judgment in reviewing student financial aid applications
Relate to students with diverse backgrounds
Establish and maintain effective working relationships with others
Compile and review data
Type statistical information and business correspondence accurately
Operate a calculator, computer, copier, and document imaging software
Make arithmetic calculations quickly and accurately
Analyze situations accurately and adopt an effective course of action
Plan and organize work
Work confidentially with discretion
Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by related college level course work and two years of increasingly responsible experience involving public contact in a college financial aid office or similar public/social service environment.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment
Sitting and/or standing for extended periods of time
FINANCIAL AID TECHNICIAN (continued)

Hearing and speaking to exchange information
Seeing to read documents
Lifting of materials, forms, and files
Reaching to file and retrieve records