

ASSISTANT FINANCIAL AID OFFICER

DEFINITION

Under direction of the assigned supervisor/manager, prepares formal applications for government and private aid and award funds for district students; determines what financial assistance would best suit individual student's needs and legal qualifications; and coordinates the scholarship program with donors and recipients.

TYPICAL DUTIES

Maintains awareness of current trends and legislative activity having financial aid impact; maintains updated files of information about state and government laws, school policies and guidelines; interprets and implements federal and state rules and regulations required for student aid; identifies and allocates available resources; coordinates loan workshops to explain procedures, review eligibility, and borrower obligations; conducts interviews and advises students seeking financial aid; reviews and determines student eligibility for petitions, appeals, consortium agreements, special circumstances, and dependency override requests; processes student aid using financial aid software system; performs validation procedures; follows up with students to make sure all correct documentation is in file and completes student loan process; conducts entrance and exit interviews for all loan programs; monitors compliance with financial award conditions; monitors and awards campus emergency loans; processes financial aid transcripts, award adjustments, and stop payment requests; monitors and reconciles federal and state aid disbursed; manages the disbursement process develops and updates financial aid forms and letters; supervises financial aid transcript requests; assists in the preparation of files for audits; creates, analyzes and generates reports; participates in research studies; expands outreach efforts to diverse populations and supports recruitment objectives by working with Outreach Center, Admissions, and public interest agencies; operates a variety of financial aid related computer programs to analyze data and generate reports; and updates financial aid Web page. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of experience performing related duties.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Associate of Arts degree from an accredited college in business, psychology, social service or related field. (Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.)

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

Applicable federal, state and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; basic principles of leadership, oversight and training.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and applies applicable federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases, and desktop publishing; type/enter data at a speed proficient to complete the duties of the position in a timely manner; adapt to changing technologies; work successfully with diverse populations; effectively train, assign and oversee the work of others.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies such as computers, printers, telephones and copiers; other equipment common to the field to which the position is assigned.