

## GROSSMONT CUYAMACA COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: FINANCIAL AID TECHNICIAN**

**RANGE 29**

### **SUMMARY:**

Under the direction of the Director, Financial Aid, perform specialized financial aid duties and provide technical assistance in support of financial aid programs and services; provide assistance in assigned specialized programs, such as Cal Grant and Pell Grant.

### **ESSENTIAL FUNCTIONS:**

Perform specialized and technical duties in support of assigned programs and services such as the Cal Grant and Pell Grant programs.

Coordinate the Cal Grant Program to determine student need and eligibility for Cal Grant awards. Process Cal Grants to ensure timely receipt of funding from the California Student Aid Commission. Monitor eligibility and report students eligibility or loss thereof to the California Student Aid Commission.

Analyze and reconcile Cal Grant records. Perform year end reconciliation of the Cal Grant Program with the California Student Aid Commission and return unused funds to the State.

Analyze and review award letters and disbursement schedules for accuracy; recommend system enhancements to improve program operation. Trouble-shoot computer output to determine over-awards and system errors.

Resolve problems, rectify discrepancies and facilitate the correct disbursement of awards.

Monitor the distribution of checks ensuring sufficient funds for disbursements.

Provide students and others with technical assistance; answer questions regarding financial aid programs and services; instruct students in correct procedures for completion of forms and applications; explain applications, requirements and restrictions.

Review records for changes in status; request transcripts, records and other information as needed; assist in determining student need and eligibility as assigned.

Operate a personal computer and a variety of complex and inter-connective software programs to obtain or verify financial aid information and records; investigate and identify students receiving awards at more than one school per enrollment period; input information and data to maintain records and files.

Make presentations to student groups regarding financial aid or employment opportunities; explain departmental policies, procedures and functions.

Coordinate with other institutions to reconcile and/or recover Pell Grant funds; coordinate communication and activities with other district departments and personnel, educational institutions, governmental and private agencies and the public.

Attend workshops to remain current with changes in federal and state financial aid guidelines.

Compile information and data and prepare various reports and forms related to financial aid delivery and other assigned programs as required; reconcile data for the Cal Grant Program year-end process; prepare forms, correspondence and documents.

Establish and maintain a variety of files and records; maintain confidentiality of information and records.

Train and provide work direction to part-time student workers or other support personnel as assigned; may participate in screening processes of hiring procedures.

Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.

Maintain currency of qualifications for area of assignment.

Perform related duties as assigned.

**ESSENTIAL FUNCTIONS:**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Rules, regulations, procedures, policies and functions of Federal and State financial aid programs.

Modern office practices, procedures and equipment, including telephone techniques and etiquette.

Financial and statistical recordkeeping techniques; basic math and accounting principles.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operations, functions and procedures of a financial aid office.

Operation of a personal computer and complex database management programs; data entry skills, word processing, and spreadsheet software programs.

**ABILITY TO:**

Perform specialized technical duties to assist students in obtaining financial aid.

Read, interpret, apply and explain complex laws, rules, regulations, requirements, policies and procedures regarding student financial aid programs.

Work effectively with students with special needs.

Operate standard office equipment (e.g., calculators, personal computer, copiers, etc.)

Use a personal computer, including various software packages, to enter and retrieve data in an efficient and effective manner consistent with requirements of the position.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction; meet schedules and time lines; plan and organize work.  
Train and provide work direction to others.

Prepare and maintain financial and statistical records and reports; perform mathematical calculations.

Respond to personal and financial problems encountered by college students and/or their parents; relate effectively to economically disadvantaged students.

**EDUCATION:**

Graduation from high school or equivalent supplemented by formal training in business office technologies, bookkeeping or accounting.

**EXPERIENCE:**

Increasingly responsible experience providing technical assistance and guidance to others and working with complex procedures and regulations similar to the level of Financial Aid Assistant, Senior or equivalent.

**WORKING CONDITIONS:**

College financial aid office environment.