



Position: Financial Aid Specialist	Position Number:
Department/Site: Student Affairs	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 31

DESCRIPTION:

Under general direction of the Dean of Student Affairs - Enrollment Services or other administrator in assigned area, the Financial Aid Specialist is assigned to the day to day technical duties of the Financial Aid Department including awarding federal and state aid. Financial Aid Specialists have high technical knowledge of financial aid programs and procedures to independently assist students using a variety of mediums.

DISTINGUISHING CHARACTERISTICS:

Financial Aid Specialist is the intermediate level classification in the financial aid series. The Financial Aid Specialist performs a variety of responsible, complex, and technical duties relating to the linkage between federal, state, and institutional processes involved in analyzing and verifying application data for processing, tracking, and awarding financial aid funds. The incumbent is typically assigned responsibility for specific completed financial aid functions, and any of the duties contained in the entry level of this classification.

REPRESENTATIVE DUTIES:

Administer federal and state financial aid programs (e.g., Pell Grant, Cal Grant Program) and coordinate with the college’s Business Office and with federal and state reconciliation systems. Comply with Title IV federal regulations and state regulations in regards to delivery of funds to students.

Analyze student data and certify eligibility for program participation as required; interpret apply and explain complex rules, regulations, requirements and restrictions.

Perform qualitative and quantitative analysis of a variety of documents, including but not limited to: federal tax returns, official academic transcripts, immigration documents, Selective Service correspondence, Social Security documents, court orders, medical transcripts, official birth certificates and promissory notes.

Verify application information and supporting documentation; recalculate financial need as required; evaluate special circumstances influencing need analysis results and recommend appropriate changes in awards.

Assess student needs and interests and develop viable plans and alternatives.

Advise students on relevant financial aid processes and procedures including, but not limited to, Satisfactory Academic Progress appeal procedure, and Dependency Override procedure; provide award letter notifications.

Advise and counsel students who are in default of their student loans; work with loan servicers, U.S. Department of Education, and other appropriate organizations in order to cure delinquent student loan accounts.

Plan, organize, and conduct orientations and workshops; deliver oral presentations to students, parents, counselors, and others.

Audit files and determine students' continued eligibility for financial aid.

Coordinate activities with other related on-campus student services; refer students to social service agencies and other community resources as appropriate.

Research and maintain current knowledge of federal and state regulations and requirements for financial aid and student loan programs to ensure compliance and accurate distribution of information.

Attend and conduct various meetings; lead and participate in on- and off-campus workshops.

Monitor grant award process and disbursements; make electronic payments to student accounts and banking agencies.

Provide technical expertise to other personnel, faculty, students, and the public regarding financial aid programs and services.

Process BOGW applications according to established procedures.

Operate a computer and related software to enter and retrieve data; operate calculator, copier, and other standard business machines.

Analyze both internal and external financial aid reports assessing for accuracy and

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ABILITY TO:

Interview, advise, and counsel students regarding financial aid programs.

Understand and be sensitive to those of culturally, socioeconomically, and linguistically diverse backgrounds

Exercise reasonable judgment in unusual circumstances

Utilize and apply the technology of word processing, database, and spreadsheet applications

Learn and apply applicable sections of the state Education Code and other laws, and district organization, operations, policies and objectives

Utilize correct English usage, grammar, spelling, punctuation, and vocabulary

Prepare and maintain confidentialia