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| Position: Scholarship/Financial Aid Technician | Position Number: |
| Department/Site: Student Services | FLSA: Non-Exempt – (Classified CSEA) |
| Reports to: Director, dean, or other administrator in assigned area | Salary Range: 18 |

DESCRIPTION:

Under the direction of the Dean of Student Affairs, Enrollment Services or other administrator

Type, prepare and maintain a variety of records, files, and reports related to financial aid activities; compile and maintain statistical data for inclusion in internal and donor reports.
Operate a variety of office equipment and machines including computers, peripheral equipment, calculators, and copiers.
Provide work direction to student assistants as assigned.
Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Rules, regulations, procedures, policies and function of federal, state and District financial aid programs
Personal and financial problems encountered by college students and parents
Financial and statistical record-keeping techniques
Modern office practices, procedures and equipment
College and community resources for students
Applicable computer software such as word processing, data base, and spreadsheet programs
Correct English usage, grammar, spelling, punctuation and vocabulary

LICENSES AND OTHER REQUIREMENTS:

Eligibility to access the National Student Loan Data System

Some incumbents in this classification may be required to possess a valid CA driver's license and use of a personal vehicle.

PHYSICAL EFFORT/WORKING ENVIRONMENT:

Office environment; constant interruptions; dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; bending at the waist, kneeling or reaching to retrieve file records.