



Position: Student Services Technician	Position Number:
Department/Site: Student Services	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 20

BASIC FUNCTION:

Under the direction of the Dean of Student Services provide current and potential students with registration, financial aid, outreach and career services at multiple sites.

REPRESENTATIVE DUTIES:

Provide technical information and assistance to students, staff, counselors, faculty and administrators in the interpretation and clarification of registration, a variety of financial aid, career services and assessment.

Conduct informational workshops and outreach on Student Services areas (e.g., Financial Aid, Counseling, Career Services, CalWORKs, Re-Entry/International Students, Extended Opportunity Programs and Services/CARE, Disabled Student Programs and Service, etc.) providing general information and referral to the various areas of student service.

Assure compliance with District, County, State and Federal laws, rules, regulations and guidelines related to assigned areas; make residency determinations according to State requirements.

Collect attended fees; prepare receipts as appropriated; produce and analyze reports for cash register to balance and reconcile cash drawer and make deposits to Cashier Office.

Train and provide work direction to student assistants. Coordinate schedules; prepare timesheets for monthly payments.

Process Board of Governor waiver program.

Prepare and maintain a variety of records, reports, and files related to students and assigned activities; maintain confidentiality of student information.

Serve as a liaison between Hartnell College Student Services and the One Stop Shop.

Perform other office activities including receiving, opening and distributing mail, ordering and maintaining office supplies, establishing and maintaining filing system, keyboarding and duplicating various materials and composing correspondence.

Serve on campus committees; attend community events as assigned.

Refer students to appropriate Student Services and/or counselor for professional services.

Operate a variety of office equipment and machines including computers, peripheral equipment, calculators and copiers.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Community college courses, curriculum, graduation and transfer requirements.
- Admissions and Records rules, regulations, policies and procedures.
- Regulations governing the community college registration procedures.
- Rules, regulations, procedures, policies and function of federal, State and District financial aid programs.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy
- Applicable sections of State Educa

