

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: FINANCIAL AID TECHNICIAN

SALARY TABLE: 29

SALARY RANGE: 25

BASIC FUNCTION:

Under the direction of the Director-Financial Aid, assist students with applying for work-study, scholarship and loan, or other assigned financial aid programs and functions; serve as an informational resource concerning assigned financial aid programs and functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist students with applying for work-study, scholarship and loan, or other assigned financial aid programs and functions; assist in selecting students for employment offers, scholarships and loans, or other financial aid; process financial aid disbursements as directed.

Serve as an informational resource concerning assigned financial aid programs and functions; respond to inquiries and provide information concerning related standards, requirements, data, practices, policies and procedures; coordinate program support functions for students.

Provide students with paperwork required for assigned programs and functions; assist students with completing FAFSA and various other financial aid forms and applications; receive, compile, process, proofread and verify completeness and accuracy of required applications and documents.

Interview program applicants to determine eligibility for work-study, scholarship and loan, grants or other assigned programs according to established guidelines and procedures; evaluate applicant information to determine eligibility status; follow up on student progress.

Receive, review and verify a variety of accounting information related to assigned financial aid programs; update accounts with income and expenditures as required; reconcile accounts and budgets related to assigned financial aid functions.

Input a variety of student and accounting data into an assigned computer system; establish and maintain automated records and files.

Prepare and maintain various records and reports related to students, budgets, accounts and assigned activities and financial aid programs; establish and maintain filing systems.

Perform a variety of clerical duties in support of assigned financial aid programs; initiate and receive telephone calls; prepare and distribute a variety of correspondence.

March 2021

Ewing Consulting Services

Communicate with students, personnel and various outside agencies to exchange information and resolve issues or concerns; refer students to other College departments, community resources and outside agencies as appropriate.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Participate in promotional activities to enhance student knowledge of assigned financial aid programs and activities.

Monitor and assure adequate supply of financial aid documents and materials as directed.

Train and provide work direction and guidance to student workers as directed.

Participate in a variety of other assigned activities such as preparing payroll for students enrolled in the work-study program and coordinating special events for scholarship programs.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

General interviewing and advisement techniques.

Financial and statistical record-keeping techniques.

Basic methods, procedures and terminology used in clerical accounting work.

Operation of a computer and assigned software.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Business letter and report preparation techniques.

Arithmetic computations.

ABILITY TO:

Assist students with applying for work-study, scholarship and loan, or other assigned financial aid programs and functions.

Serve as an informational resource concerning assigned financial aid programs and functions.

Learn, interpret and explain application and enrollment standards, requirements, policies and procedures related to assigned financial aid programs.

Assist in selecting students for employment offers, scholarships and loans, or other financial aid.

Receive, process, verify and assist students with completing a variety of forms and applications.

Interview program applicants and assess related information to determine eligibility for financial aid.

Update accounts with income and expenditures and reconcile accounts and budgets related to assigned financial aid functions as required.

Maintain financial and statistical records and files and prepare reports.

March 2021

Ewing Consulting Services

Perform arithmetic calculations with speed and accuracy.
Operate a computer and assigned software.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain effective working and cooperative relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in business, accounting, social services or related field and three years of increasingly responsible experience involving statistical and financial record-keeping and frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.