

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: FINANCIAL AID SPECIALIST**

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of a Dean-Student Services, perform a variety of specialized technical duties related to the Financial Aid Program; advise and assist students with financial aid applications and opportunities and disburse awards.

### **REPRESENTATIVE DUTIES:**

Perform a variety of technical duties related to the Financial Aid Program; assist in the administration and implementation of financial aid programs, such as Pell, Cal Grants, Federal Work Study and Veteran GI Bill Education Program. *E*

Interview, advise and assist students with financial aid applications and opportunities; process applications; determine eligibility based upon assessed individual needs and qualifications; recommend type and amount of aid to be given; assemble, organize and analyze student data and input into a computer. *E*

Review student files to ensure accuracy and completion; process waive status reports; correct, as needed; and disburse financial aid awards to those who qualify. *E*

Process financial aid disbursement checks; process preliminary packaging reports; review and ensure appropriate disbursement amount according to established procedures. *E*

Prepare emergency loan requests from students as necessary; review and make decisions on student petition and special condition files; correct and reprocess as necessary. *E*

Compile and prepare statistical data according to State and Federal regulations, policies and guidelines, application processing and eligibility requirements. *E*

Review and maintain student records to ensure continued eligibility; verify student enrollment status and monitor withdrawals. *E*

Perform a variety of clerical support duties related to assigned activities such as maintain financial aid accounts and ledgers and aid and loan status records; operate a computer to input and retrieve data; prepare and type a variety of correspondence and other related materials and submit to appropriate agencies and personnel. *E*

Participate in the Outreach program to solicit new funding for scholarship program and/or grants, as assigned.

Operate a variety of office equipment to perform assigned activities such as a personal computer and applicable software, calculator, copier and others.

Prepare and process a variety of State and Federal financial aid records and reports as required; process grade point average verification forms and eligibility reports.

Prepare work-study time sheets and distribute to instructor and staff mailboxes.

Verify student eligibility for scholarships. *E*

Assist students at the Financial Aid window and provide a variety of financial aid information to students, faculty, and other colleges or universities as requested.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Federal and State financial aid programs.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Interviewing techniques.
- Basic math.
- Oral and written communication skills.
- Operation of a computer terminal and data entry techniques.
- Preparation, maintenance, verification and processing of financial aid records.
- Operation of office machines including computer equipment and specified software.
- Financial and statistical record-keeping techniques.
- Telephone techniques and etiquette.

**ABILITY TO:**

- Assist in awarding and disbursing financial aid.
- Perform financial and statistical record-keeping duties related to Federal and State financial aid programs.
- Read, interpret, apply and explain rules, regulations and policies regarding financial aid programs.
- Operate office equipment including a computer terminal and related software, calculator, and copier.
- Prepare complete and concise records, reports and files.
- Type at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
- Communicate effectively both orally and in writing.

Meet schedules and time lines.  
Exercise patience, tact and sensitivity with students of diverse backgrounds including those with economically deprived backgrounds.  
Work confidentially with discretion.  
Assemble, organize and prepare data for records and reports.  
Answer telephones and greet the public courteously.  
Compose correspondence and written materials independently.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in public administration, business or related field and three years of increasingly responsible experience in financial or related work.

**LICENSES AND OTHER REQUIREMENTS:**

Position may require professional affiliation with various Financial Aid associations such as NASFAA, CCCSFAA, CASFAA and/or WASFAA.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

*Disclosure:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Normal Office Environment:*

While performing the duties of this job the employee is required to perform moderate lifting, bending, and reaching above the shoulder; sit or stand for extended periods of time; speak and hear to exchange information and interview students; use hands and fingers to operate a computer terminal and other office equipment. Incumbent may be occasionally exposed to dissatisfied or abusive individuals.

Office environment; subject to interruptions and distractions.