

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT</b>	
<b>JOB DESCRIPTION</b>	

Job Title:	Financial Aid Technician	Range:	36
Date Revised:	August 22, 2006	Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing a variety of technical financial aid duties including interviewing students and assist in making determination regarding student financial aid and work study program eligibility and award levels; assist students in the interpretation of financial aid program policies.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans and coordinates program activities; participates as directed in the formulation, development and implementation of appropriate policies and procedures for the financial aid program; communicates with instructors, administrators, other District staff and outside agencies to coordinate and implement programs, resolve conflicts and exchange information.
2.	Interviews students for financial aid, work study and other program eligibility; review financial aid applications for federal and state financial assistance programs; package and determine award level in accordance with program requirements.
3.	Oversees and coordinates the processing of a variety of documents related to the financial aid program; assists students with application process for programs and services.
4.	Provides technical information and expertise to students, instructors and others.
5.	Creates and maintains financial aid recipient files; maintains financial aid records and prepares financial aid reports for various grant and loan disbursements; inputs and downloads data from computer database; gathers, compiles and analyzes pertinent data and statistics; prepares and maintains a variety of narrative and statistical records and reports related to program activities and effectiveness.
6.	Prepares and maintains program ledgers; monitors and reconciles budgets.
7.	Trains and provides work direction and guidance to others as directed.
8.	Maintains current knowledge of legal requirements, procedures and policies used in providing financial aid assistance; implements policies and procedures for federal, state and local student loan, scholarship and grant programs.
9.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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## **OTHER FUNCTIONS**

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## **WORKING RELATIONSHIPS**

The Financial Aid Technician maintains frequent contact with co-workers, counselors, faculty, students, various departments and outside agencies.

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## **EDUCATION AND EXPERIENCE**

Two (2) years of related college-level course work

Minimum two (2) years of related experience, preferably in a college financial aid or student services office

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of applicable sections of State Education Code and other applicable laws

Knowledge of federal and state rules and regulations pertaining to the various financial aid programs

Knowledge of modern office practices, procedures and equipment

Knowledge of specialized equipment used to communicate with blind and hearing-impaired individuals

Knowledge of District rules and regulations governing participation in financial aid and other government sponsored programs as assigned

Knowledge of the basic principles of bookkeeping

Knowledge of record keeping techniques

Knowledge of the principles and practices of supervision and training

Knowledge and ability to operate personal and/or mainframe computers

Ability to process application for loans, grants and other financial aid

Ability to prepare budgets and financial reports

Ability to compile, organize, and analyze statistical data

Ability to work confidentially with discretion

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to understand scope of authority in making independent decisions

Ability to review situations accurately and determine appropriate action according to established guidelines

Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

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## **WORKING CONDITIONS**

College or District office environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

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