EMPLOYMENT OPPORTUNITY

FINANCIAL AID TECHNICIAN I
Filing deadline: February 29, 2016 by 4 p.m.

DESCRIPTION
Under the direction of the Dean of Enrollment Services or other administrator in assigned area, the Financial Aid Tech I performs technical clerical duties involving various financial aid programs, records, maintenance and adherence to federal and state regulations and requirements; provides technical assistance and information to students, staff, and the public. Financial Aid Tech I is the entry-level position in this financial aid series of positions. All positions in this class require the ability to use an automated system to input and retrieve data with accuracy. Incumbents have a high frequency of responsible contact with students, staff, and the public requiring tact and excellent communication skills.

REPRESENTATIVE DUTIES
• Assist students in applying for various types of federal, state, and other financial aid programs and resources; interview students and assist in completing student aid applications.
• Verify application information and supporting documentation; recalculate financial need as required.
• Provide information to students and parents regarding both state and federal financial aid programs, applications and eligibility; interpret and explain federal, state and District regulations, requirements, policies and procedures.
• Conduct workshops and presentations for students, parents, and other groups.
• Enter and revise data in computer databases; establish files for students; maintain current automated files of financial aid recipients.
• Coordinate communication and activities with various District departments and personnel, governmental and private agencies, other colleges, financial institutions, and the public.
• Type, prepare and maintain a variety of records, files, and reports related to financial aid activities; compile and maintain statistical data for inclusion in state and federal reports.
• Operate a variety of office equipment and machines including computers, peripheral equipment, calculators, and copiers.
• Implement the scholarship award process in coordination with the Hartnell College Foundation including but not limited to: maintaining the scholarship application process, establishing annual scholarship timelines; review application information and supporting documentation; and preparing check requests for scholarship recipients to the Foundation for check disbursement.
• Gather and maintain outside (local, state, and national level) scholarship resource information, prepare flyers/handouts, and post on Hartnell College website.
• Train and provide work direction to student assistants as assigned.
• Perform related duties as assigned.

Knowledge, Skills, and Abilities
- 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
- Oral and written communication skills College and community resources for students
- Applicable computer operation and software such as word processing, data base, and spreadsheet programs
- Correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, policies and objectives
- Technical aspects of field of specialty
- Interview and assist students applying for financial aid
- Utilize and apply the technology of word processing, data base, and spreadsheet applications
- Learn and apply applicable sections of California Education Code and other law, District organization, operations, policies, and objectives
- Communicate effectively in English both orally and in writing
- Prepare and maintain confidential and complex records and files
- Work independently with general direction
- Meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with others
- Keyboard at a level sufficient to meet the needs of the position
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Plan and organize work
- Meet schedules and time lines

EDUCATION AND EXPERIENCE
- Any combination equivalent to: graduation from high school supplemented by college-level course work in business, accounting, social sciences, or related field and three years of increasingly responsible clerical experience involving a student services or related function.
- Bilingual (Spanish/English), preferred

* Meeting the minimum and/or desirable qualifications does not assure any candidate an interview.

CONDITIONS OF EMPLOYMENT
Regular, full-time, 12 month per year classified position. Salary range 18 on CSEA salary schedule: $3,197-$3,884 monthly (5 steps). Hours: Monday-Thursday 9:00am-6:00pm, Friday 8:00am-5:00pm. Must be able to work occasional evenings and/or weekends as needed during peak registration periods. Must meet and maintain eligibility for access to District, State, and Federal software programs and websites. District provides health benefits, which currently consist of full medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents. District-assisted life, accident and income protection insurance is provided for the employee only. Must become a member of the California School Employees Association and the Public Employees Retirement System (PERS). This position is grant-funded and therefore contingent on the renewal of the award.

All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts verifying the degree stipulated under the minimum qualifications section, employment verification, and any other pertinent documentation. Individual selected is required to be fingerprinted and must submit to a tuberculosis examination.

APPLICATION PROCEDURE
All applicants must provide the following items in order to be considered in the initial screening:

1) A completed Hartnell College classified application.
2) A resume.
3) A cover letter.

Submit application materials via EMAIL, FAX, or IN PERSON to HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY 411 Central Avenue, Salinas - CA 93901 - Phone: (831) 755-6706 - Fax: (831) 755-6937 Email: work@hartnell.edu

APPLICATION AVAILABLE ON OUR WEBSITE: http://www.hartnell.edu/employment-opportunities-classifiedsupport-staff

Only materials requested will be forwarded to screening committee. Incomplete materials will NOT be considered.

EQUAL OPPORTUNITIES: It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.

*This job category is undergoing a reclassification and is subject to approval.