Position: Scholarship/Financial Aid Technician | Position Number: 
Department/Site: Student Services | FLSA: Non-Exempt – (Classified CSEA) 
Reports to: Director, dean, or other administrator in assigned area | Salary Range: 18

DESCRIPTION:

Under the direction of the Dean of Student Affairs, Enrollment Services or other administrator in assigned area, the Scholarship/Financial Aid Technician performs technical clerical duties involving scholarship awards, various financial aid programs, records, maintenance, and adherence to federal and state regulations and requirements; and provides technical assistance and information to students, staff, and the public.

DISTINGUISHING CHARACTERISTICS:

Scholarship/Financial Aid Technician is an entry-level position in this financial aid series of positions. All positions in this class are expected to perform functions of Financial Aid Technician as assigned and 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:

- 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.
- Determine student eligibility for various scholarship programs.
- Participate on various scholarship committees.
- 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
- 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.
- Plan, coordinate, and conduct workshops and presentations for students, parents, and other groups.
- Enter and revise data in computer databases; establish files for students.
- 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 internal and donor reports.

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

Provide work direction to student assistants as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:
- 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
- College and community resources for students
- Applicable computer software such as word processing, data base, and spreadsheet programs
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience, and courtesy

Ability to:
- Interview and assist students applying for financial aid
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds of the college community
- Exercise reasonable judgment in unusual circumstances.
- 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

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.
LICENSES AND OTHER REQUIREMENTS:

Eligibility to access the National Student Loan Data System
Some incumbents in this classification may be required to possess a valid CA driver’s license and use of a personal vehicle.

PHYSICAL EFFORT/WORKING ENVIRONMENT:

Office environment; constant interruptions; dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; bending at the waist, kneeling or reaching to retrieve file records.