

## **FINANCIAL AID TECHNICIAN**

### **CLASS SUMMARY**

Under general supervision – assists students with general application process; provide information on eligibility, review files for completeness, accuracy, and consistency; advises applicants of availability and requirements for various financial aid programs; performs related clerical work and duties as required.

### **REPRESENTATIVE DUTIES**

Assists students in the application process; provides information to students and parents concerning financial aid and eligibility; analyze and evaluate academic transcript for compliance and satisfactory academic progress; Review student's files for accuracy, completeness and consistency; initiate, prepare and distribute correspondence to students with incomplete documents or forms; verifies student eligibility for payment; assist with validation, packaging and awarding grant, scholarships, and loan/work study programs; assists in compiling for Federal, State and other reports; assists in Financial Aid Workshops; keeps abreast of state and federal regulations; conducts entrance interviews for National Direct Student Loan.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and experience equivalent to two years of college; or two years experience in financial aid or student services; or one year of college and one year of work experience in a financial aid office or student services.

#### **Knowledge and Abilities**

Knowledge of: interviewing techniques; student support services; record keeping; data gathering; modern office practices and procedures; financial aid programs strongly preferred.

Ability to: deal with sensitive and confidential information; understand and communicate with a diverse population of students; provide assistance to students through timely completion of their financial aid documents; understand and apply changing policies, procedures and guidelines; communicate orally and in writing; understand directions and work independently; comprehend and apply technical written material.