

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Financial Aid Technician	<i>BOT Date:</i> 10/1/96
--	--------------------------

<i>Level:</i> J	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N1013	<i>Adm. Rev:</i>
-----------------	--------------------------------	--------------------------	------------------

GENERAL DESCRIPTION

Counsels and informs students, prospective students and parents on all matters relating to financial aid.

KEY RESPONSIBILITIES

% OF TIME

1.*	Counsels students, prospective students and parents on all matters relating to financial aid.	50%
2.*	Performs data entry of all financial aid documents.	15%
3.*	Verifies student information and evaluates student eligibility.	10%
4.	Refers students to appropriate College personnel and outside agencies.	5%
5.	Keeps abreast of federal and state regulations as they apply to financial aid matters.	5%
6.	Understands and implements institutional and office procedures.	5%
7.	Completes financial aid transcripts and other paperwork.	5%
8.	Orders and restocks financial aid forms.	5%
9.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

Position Title: Financial Aid Technician	Class Code: N1013	Position Level: J
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Associate's Degree or Two Year College equivalent required.	
<i>Work Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	One to Three Weeks: Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expense or revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are normally limited to my position.	
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Answers are usually found by selecting from specific choices defined in work policies or procedures.	
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary.	
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Has responsibility or authority which is limited to the direction of student or temporary workers.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	