## Class Specification

### Class Title
Financial Aid Technician

### Level
J

### FLSA Status
Non-exempt

### Class Code
N1013

### BOT Date
10/1/96

### Adm. Rev

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

### Key Responsibilities

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

* Indicates an "essential" job function.
<table>
<thead>
<tr>
<th>Position Title: Financial Aid Technician</th>
<th>Class Code: N1013</th>
<th>Position Level: J</th>
</tr>
</thead>
</table>

### KEY JOB REQUIREMENTS

**Formal Education:** Associate's Degree or Two Year College equivalent required.

**Work Experience:** 2 to 3 years.

**Planning Scope:** One to Three Weeks: Plan events that are expected to occur in the next one to three months or on a quarterly basis.

**Planning Level:** The primary scope of planning activities in this position affects the unit or small group.

**Impact on Budgets:** Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.

**Impact on Grant Funds:** No impact on grant funds.

**Impact on Revenue Generating:** Incidental: Provide incidental services indirectly related to the use or misuse of the expense or revenues.

**Impact of Decisions:** Decisions and impact are normally limited to my position.

**Complexity:** 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.

**Decision Making:** Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary.

**Problem Solving:** Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.

**Internal Contacts:** Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.

**External Contacts:** Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.

**Level of Supervisory Responsibility:** Has responsibility or authority which is limited to the direction of student or temporary workers.

**Nature of Work Supervised:** Nature of work supervised is limited to highly standardized, routine administrative duties.

**Job-Related Knowledge:** 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.

**Innovation/Creativity:** Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.

**Working Conditions/Physical Effort:** Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.