

FINANCIAL AID COORDINATOR

CLASS SUMMARY

Under general direction of the designated manager/administrator of Financial Aid, manage, coordinate, organize, develop, and direct a variety of complex technical tasks involved in the implementation of student financial aid programs and procedures in accordance with federal and state regulations, including computerized management systems and electronic processing; assists in the supervision and delegation of responsibilities and training of office staff; provides financial aid advisement and counseling for students and parent with special circumstances.

REPRESENTATIVE DUTIES

Coordinate, direct, and organize internal day-to-day operations of the financial aid office; design, develop, write and implement office policies and procedures for all functions of the financial aid office; collaborate with designated manager to formulate yearly award policy, student budget, academic progress policy and coordinate disbursement schedule with accounting. Examine, analyze and assess student/parent federal tax forms, W-2s, schedules, verifies reported information; exercises independent judgment; acts as resource person, providing technical assistance and information to staff and students regarding interpretation of regulations and policy and develops solutions to implementation of procedures; conducts training workshops for other on-campus service programs; coordinates with the Placement Office, Student Business Office, Accounting office, EOPS, Counseling, and outreach on financial aid procedures; evaluate, monitor and manage progress reports, notifications and correspondence; counsel probation/appeal students; chair financial aid appeal committee and consult with academic counselors and instructors; acts as an agent of the federal/state government using Title IV funding, attend training, conferences, workshops and region meetings; communicates with government agencies concerning financial aid operations; updates the federal Perkins loan forms and procedures for the emergency loan program in accordance with the Student Business Office; evaluates eligibility for federal Pell Grant, campus-based aid, BOGW and Stafford loan programs and awards such programs using a computerized need analysis system and verification procedures in accordance with federal regulation; revises student budget, federal work study, and federal Perkins loan awards in accordance with student requests; assists with reconciliation in reporting final expenditures for the Pell Grant, federal Perkins loan, federal Supplemental Educational Opportunity Grant, and federal work study programs; organizes the ordering of supplies, paper forms, and oversees the maintenance of a variety of records, lists, and files related to regulations, policies, and procedures; organizes financial aid material related to federal and state updates in a way that can be easily referenced; keeps abreast of changes in federal and state regulations through written material and attending workshops and conferences.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager/administrator.

FINANCIAL AID COORDINATOR cont'd

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

A Bachelor's degree in Public Administration, Social Science, Human Services, Business Administration or related field and three years of experience in a financial aid office at a responsible technical para-professional level.

Knowledge and Abilities

Knowledge of: electronic application, correction, and payment document processing; eligibility requirements and application procedures for financial aid programs; financial aid verification and packaging concepts and procedures; state and federal financial aid programs, regulations and guidelines; operations processes and activities of a college financial aid office; principles and practices of training and providing work direction; counseling and interviewing techniques; oral and written communication skills; personal and social problems of disadvantaged youth; interpersonal skills using tact, patience, and courtesy; modern office practices, procedures and equipment including a computer terminal; statistical record keeping.

Ability to: coordinate college financial aid operations and processing; interpret and apply federal and state regulation and guidelines related to financial aid; communicate in writing effectively and accurately; maintain records and prepare reports; train and provide work direction, assignment and support to others; resolve difficult financial aid issues, cases, and review appeals; performs needs analysis and award financial aid programs; interpret income tax reports; plan and organize work, meeting schedules and deadlines; operate a computer terminal; conduct meetings and workshops; use independent judgment in assessing the needs of students; recommend and draft policies, directives, and procedures pertaining to technical material.