ASSISTANT FINANCIAL AID OFFICER

DEFINITION
Under direction of the Financial Aid Officer, prepares formal applications for government and private aid and award funds for district students; determines what financial assistance would best suit individual student's needs and legal qualifications; coordinates the scholarship program with donors and recipients; participates in research studies; operates current computer assisted financial aid information system; and does related work as required.

TYPICAL DUTIES
Maintains awareness of current trends and legislative activity having financial aid impact; maintains updated files of information about state and government laws, school policies and guidelines; interprets and implements federal and state rules and regulations required for student aid; and identifies and allocates available resources. Conducts loan workshops to explain procedures, review eligibility, and borrower obligations. Conducts interviews and advises students seeking financial aid; reviews and determines student eligibility for petitions, appeals, consortium agreements, special circumstances, and dependency override requests; processes student aid using PowerFAIDS or similar financial aid system; performs validation procedures; follows up with students to make sure all correct documentation is in file; and completes student loan process. Conducts entrance and exit interviews for all loan programs; and monitors compliance with financial award conditions. Monitors and awards campus emergency loans. Processes financial aid transcripts, award adjustments, and stop payment requests; and monitors and reconciles federal and state aid disbursed. Manages the scheduled and unscheduled disbursement process and pay days. Develops and updates financial aid forms and letters; supervises financial aid transcript requests; assists in the preparation of files for audits; and creates, analyzes and generates reports. Expands outreach efforts to diverse populations and supports recruitment objectives by working with Outreach Center, Admissions, and public interest agencies. Completes Bureau of Indian Affairs student applications and monitors Bureau of Indian Affairs status. Oversees the Federal Work-study program. Trains temporary staff, new hires, and EOPS/CARE staff. Operates a variety of financial aid related computer programs to analyze data and generate reports, and designs and updates financial aid Web page. Assists with research studies. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE
Two years of experience in a financial aid office, or performing related financial aid tasks, or in a position of equivalent responsibilities; OR, two years of experience in a social service agency, preferably including work with disadvantaged youth.

EDUCATION
Associate of Arts degree from an accredited college in business, psychology, social service or related field. (Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.)
KNOWLEDGE OF
Knowledge of personal and financial problems of disadvantaged students; and federal, state, and local student financial aid and award programs. Knowledge of PowerFAIDS Financial Aid Information System or other computer based financial management system; the principles and techniques of interviewing; and student record systems and fundamental accounting procedures.

SKILLS IN
Skill in knowing how to find information; identifying essential information; and finding ways to structure or classify multiple pieces of information. Skill in understanding written sentences and paragraphs in work related documents; communicating effectively with others in writing and orally as indicated by the needs of the audience; and using mathematics to solve problems.

ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to work in a dynamic fast-paced environment; read, interpret, and apply complex laws, regulations, policies and procedures regarding student financial aid; and exercise sound judgment in reviewing student applications for financial aid. The ability to perform difficult financial and statistical record keeping; communicate in both oral and written form; prepare and maintain complete and concise reports, files and records; and operate a computer.

TYPICAL EQUIPMENT USED (May include, but not limited to)
Computer, fax, copier, and ten-key calculator.