

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FINANCIAL AID OFFICER

BASIC FUNCTION:

Under the direction of the Dean of Financial Aid and State Programs, plan, develop, organize, and coordinate the College's Financial Aid Services; award aid packages and assure compliance with federal, State and program requirements; train and provide work direction to assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, develop and coordinate the College's Financial Aid and work study programs.

Interpret and implement federal and State guidelines governing financial aid programs; maintain current knowledge of guideline revisions and implement accordingly.

Develop and implement policies and procedures concerning the operation of the program; revise as necessary to comply with changes in State and federal laws.

Develop the procedures necessary to properly package applications for financial aid; award prepared packages in compliance with the applicable State and federal regulations and guidelines.

Monitor status of program funds; prepare budgets and disbursement program guidelines; account for proper expenditure of financial aid funds.

Review correspondence from students with unusual problems and resolve as appropriate; interview and advise students regarding financial aid matters; process student appeals according to established procedures.

Train and provide work direction to assigned personnel; provide for technical direction and guidance; provide input to performance evaluations as requested.

Oversee financial aid computer information system used in records maintenance; troubleshoot problems and resolve with Information Systems personnel.

Coordinate with a variety of other departments to assure timely processing of financial aid and disseminate program information.

Prepare a variety of complex statistical and narrative reports; assure the maintenance of 0.0 nw09

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, State and local student financial aid and award programs, regulations and guidelines.
Interviewing techniques.
Personal and financial problems of disadvantaged students.
Modern office practices, procedures and equipment.
Data processing applications to financial aid records.
Principles and practices of training and work direction.
College work study program.
Correct English usage, grammar spelling, punctuation and vocabulary.
District organization, operations, policies and objectives.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, develop, organize and coordinate financial aid.
Read, interpret, explain and apply provisions of federal, State and local rules, regulations and guidelines related to financial aid programs.
Relate effectively with socially disadvantaged students.
Exercise sound judgment in reviewing and screening applications for financial aid to determine eligibility.
Add, subtract, multiply and divide quickly and accurately.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction to others.
Maintain records and prepare complex reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Operate a vehicle, and drive defensively.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college course work and two years of increasingly responsible experience in a college financial aid program.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in a Student Services environment while sitting at a desk or computer terminal. Incumbents are subject to extensive contact with students, constant interruptions, noise from talking or office equipment and demanding legal timelines.

PHYSICAL DEMANDS: Incumbents regularly stand and sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 10 pounds.