



Financial Aid Specialist

BASIC FUNCTION

Under the direction of an assigned supervisor, plan organize, coordinate, and participate in the specialized and technical processing of financial aid programs and services.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform specialized financial aid technical duties to support the district's financial aid department, intake, and oversight of the Financial Aid Lab. This classification aids students with completing financial aid applications and is considered the entry level financial aid classification.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Perform complex, detailed, and responsible technical duties that require specialized and extensive knowledge of financial aid guidelines and regulations.
2. Supervise daily operations of the Financial Aid Lab as assigned; assist students with the financial aid application process.
3. Provide technical assistance and information to students, the public, and staff regarding financial aid programs and services, including completion of applications and forms.
4. Review completed financial aid applications and forms for accuracy and completeness and process.
5. Conduct confidential interviews with students and occasionally parents or guardians, adhering to FERPA regulations to validate information and clarify discrepancies.
6. Maintain current knowledge of federal and State laws; local and College regulations, policies, and guidelines which affect programs, application processing, and eligibility requirements.

7. Advise students on eligibility issues such as award determination, academic progress, remedial coursework, enrollment status, disbursement determination, overpayments, and return of Title IV funds.
8. Compile information and transmit student eligibility information as appropriate.
9. Assist with organizing and coordinating financial aid events.
10. Communicate with appropriate college personnel and departments to coordinate timely and accurate financial aid disbursements.
11. Prepare a variety of complex statistical and narrative reports; assure the maintenance of accurate financial aid records and files.
12. Attend a variety of meetings, workshops, and conferences.
13. Perform job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Federal and State rules and regulations pertaining to financial aid.
- Requirements of various scholarships, grants, loans, and awards.
- Personal and financial issues and special circumstances of disadvantaged students.
- Interviewing and advising techniques.
- Work study and other financial aid related programs.
- Financial aid application procedures
- Interpersonal skills using tact, patience, and courtesy.
- Use of financial aid software.

Skills and Abilities To:

- Read, interpret, apply, and communicate information pertaining to financial aid.
- Communicate effectively both orally and in writing.
- Train and provide work direction to others.
- Relate effectively to students with disadvantaged backgrounds.
- Prepare and maintain accurate statistical and financial records.
- Operate office equipment including computer, scanner, and copier.
- Add, subtract, multiply, and divide quickly and accurately.
- Work effectively and independently with minimal supervision.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.
- Establish and maintain effective working relationships with others.
- Meet demanding schedules and conflicting timelines.

Education and Experience:

Any combination equivalent to graduation from high school and two years of related work experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS**Work Environment:**

Office

Physical Demands:

Work is performed primarily in a standard office environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate information.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in an environment of frequent interruptions and working with individuals from diverse and/or disadvantaged backgrounds on a regular basis. Handle stress in meeting deadlines while under pressure.

Classification: Financial Aid Specialist / Range: 18 / FLSA Status: non-exempt
Date Last Revised: July 2024/ Date Approved: