

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: FINANCIAL AID TECHNICIAN  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To provide accurate information to students on the sources of financial aid in accordance with established policies, procedures and regulations.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate degree required, or at least one year work experience, preferably in an area related to higher education, student personnel services or finances.
2. Years of experience in field: One year of experience required in record keeping and/or administration of financial accounts by using and understanding financial regulations. Experience in providing customer service, preferably in the community college setting. Two years’ experience preferred. Financial aid experience desirable.
3. Special skills or abilities related to position: Knowledge of financial aid laws, rules and regulations; ability to acquire knowledge and understanding of financial aid records; advise students on financial aid policies and procedures; positive human relations skills; ability to pay attention to details.

ESSENTIAL JOB FUNCTIONS:

1. Administer institutional programs, including verifying and confirming compliance with all federal and college regulations, policies and procedures. Develop and maintain all forms, documents, computer records, procedures and budgets as necessary.
2. Have a working knowledge of all Title IV regulations and how they relate to awarding institutional aid.
3. Provide support verifying regulations, policies, and procedures for staff, other college personnel, student applicant, and their families when it involves aid other than Title IV.
4. Counsel and advise students, parents, and guardians concerning the financial aid application process and the results.
5. Notify, counsel and advise students concerning Standard of Progress including appeals of financial aid suspension.
6. Complete reports; gather statistics, research, etc., as requested by the Chief Financial Aid Officer.
7. Perform reconciliation for all Foundation, state and institutional aid disbursed to ensure that financial aid records match business office and Foundation record.
8. Be prepared to change tasks or handle other tasks that the Chief Financial Aid Officer thinks appropriate for this position and are necessary for the proper functioning of the Financial Aid Department and/or Student Affairs Division.
9. May be required to work flexible schedule-late afternoons or evenings, or on weekends.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.

PHYSICAL DEMANDS (Continued):

- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to access file cabinets for filing and retrieval of data.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Director of Financial Aid