

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: FINANCIAL AID TECHNICIAN (P/T)

PAY GRADE: C-6

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 the first choice for quality higher education in our community." 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

Revised 2/19/14 - Changed to P/T

Revised 04-03-13

Changed to F/T & Revised 10-10-12

Changed to Part Time 7-1-12

Revised 9-29-10

Revised 6-21-10

Revised 10-01-2003

Revised 07-17-05 - Title changed from Technician Student Records & 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 applicants, 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)

ESSENTIAL PHYSICAL SKILLS

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- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to access file cabinets for filing and retrieval of data
- Ability to sit at a desk and view a display screen for extended periods of time.

FINANCIAL AID TECHNICIAN

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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 - Financial Aid

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