

Financial Aid Technician Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=239254>

Downloaded On: Jul. 16, 2024 2:43pm

Posted Jul. 10, 2024, set to expire Aug. 6, 2024

Job Title Financial Aid Technician
Department Financial Aid
Institution Citrus Community College
Glendora, California

Date Posted Jul. 10, 2024

Application Deadline 08/06/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Administration - Accounting & Finance

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Apply By Email

Job Description

Financial Aid Technician

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Recruitment Start Date 07/08/2024

Recruitment End Date 08/06/2024

Salary Range 31-1 (Starting salary for a new classified hire at Citrus College is fixed at Step 1.)

Pay Rate \$4,655.55 per month / \$26.86

FLSA Status

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Non-Exempt

Benefits

BENEFITS

The District provides a fully-paid, comprehensive program of fringe benefits including major medical, dental, and vision insurance for full-time employees and eligible dependents. Life insurance provided for the employee only.

General Description/Summary

POSITION SUMMARY

Performs specialized clerical and technical duties related to processing and storing information for student grant and other financial aid programs. Maintains student financial obligation records. Provides technical assistance and information to students, staff and the public.

Minimum Qualifications/Education and Experience

MINIMUM QUALIFICATIONS

A high school diploma, or the equivalent, and three years of financial aid experience.

Preferred Qualifications

PREFERRED QUALIFICATIONS

- Three (3) years of experience in financial aid administration such as awarding, disbursing, and financial aid counseling at a community college or public university.
- Experience with processing federal and state financial aid programs such as Cal Grant, Pell Grant, Verification, and Appeals.
- Experience using Banner or a similar student information system (SIS) like PeopleSoft or Colleague, with proficiency in financial aid modules.

Licenses and Certificates

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May require a valid driver's license.

Essential Duties and Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interviews students participating in the various loan programs, interpreting state and federal guidelines applying to the programs.
- Explains the approved eligibility, requirements for program qualification and compliance, and program options so that students make informed decisions about their obligations.
- Instructs students in correct procedures for completion of forms and applications, special requirements and restrictions, and supporting documentation such as tax returns, income and housing verifications, and transcripts. Reviews completed forms for accuracy and completeness.
- Assists students and parents with FAFSA financial aid applications, processing procedures, and interpreting policies of the funding organizations. Explains the different types of financial aid programs, including obligations and payment schedules.
- Processes loan/financial aid awards, consulting with others as necessary, and notifying successful applicants.
- Services financial aid accounts. Maintains up-to-date addresses. Audits student financial records to determine amounts owed. Prepares communications for repayment, payback on excess payments, and other accounts owed.
- Creates, maintains, and periodically reviews student records to assure compliance with provisions of financial aid and grants. Checks student eligibility for Federal Work Study and other programs.
- Administers delinquent and default loan procedures. Receives information from the Department of Education and other sources, including internal reports, verifies account balances and student status, and initiates written contact with students. Works with students to restore current account status.
- Maintains financial aid records to support preparation of financial aid reports for various grant and loan disbursements. Monitors and revises budgets and awards as necessary to prevent over spending of awards.
- Performs basic troubleshooting of problems associated with financial aid accounts, student status, and computer-aided files.
- May prepare standardized correspondence for/to students, verifying status and other information.
- May process Board of Governors Fee Waiver application for students.
- May input data into the District's database (Banner).
- Performs miscellaneous clerical duties for the office such as updating policy and procedure manuals and award tables, editing student files, replenishing forms and communication devices,

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- collecting data for reports, and preparing general correspondence.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities

KNOWLEDGE, SKILLS AND ABILITIES

- Requires a working knowledge of the policies and procedures associated with federal, state, and local financial aid programs including grants and waivers.
- Requires a working knowledge of federal and institutional satisfactory academic progress policies.
- Requires a working knowledge of regulations and institutional policies relevant to admissions, registration, accounts payable, and financial aid practices.
- Requires knowledge of and skills with routine office policies, procedures and equipment, including PCs and applicable student information databases, word processing and spreadsheet applications. Requires sufficient English language skill to prepare routine correspondence.
- Requires sufficient human relation skills to provide general information to student-customers, exercise patience when dealing with students, resolve confrontations, and convey a positive image of the District.
- Requires sufficient math skills to compute principal, interest, sums, percentages, and ratios.
- Requires the ability to perform all of the duties of the position efficiently and effectively with minimal supervision.
- Requires the ability to perform financial recordkeeping, data entry, file maintenance, and report writing duties.
- Requires the ability to communicate program elements and requirements with students, faculty and outside agencies/customers.
- Requires the ability to instruct students on the financial aid application process and to resolve conflict. Ability to perform data entry onto an automated information system.
- May require the ability to perform assignments on varying work schedules.

Physical Abilities

PHYSICAL ABILITIES

- Incumbent performs work of predominately a sedentary nature.
- Requires ambulatory ability to sit in front of a computer screen for extended periods of time, to move about between work station and customer service counters, and to reach for work materials

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and files.

- Requires sufficient hand, arm, and finger dexterity to operate computer keyboard, typewriter or other office equipment.
- Requires visual acuity to read words and numbers.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

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Working Condition

WORKING CONDITIONS

Work is performed indoors where minimal safety considerations exist.

Department Financial Aid

Job Category Classified

Assignment Full-Time

Percentage of Time 100%

Months per Year 12 months

Work Days per Week M-F

Work Schedule per Day M-F 8:00 am - 5:00 pm

Work Shift Days

Bargaining Unit Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

About Transcripts

ABOUT TRANSCRIPTS

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.

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- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

SELECTION PROCESS

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

Quick Link <https://employment.citruscollege.edu/postings/985>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

Financial Aid
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