



Office of Human Resources & Employee Relations
ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Financial Aid Technician I F/T, 12 mo.

WORK SCHEDULE: Monday – Thurs: 7:30am-6:00pm
 Friday: 7:30am-11:30am
 (Hours not to exceed 40 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

SALARY: Range 13 - \$3,496.20 + Benefits

DEADLINE: October 22, 2018

ANTICIPATED START DATE: November/December 2018

BASIC FUNCTION:

Under the direction of the Director of Financial Aid, interviews and assists students applying for financial aid; determines financial needs and program eligibility for work study, loans, grants and scholarships; performs other related duties as may be assigned

DISTINGUISHING CHARACTERISTICS: The Financial Aid Technician I performs a variety of tasks involved in assisting students who apply for financial aid. Incumbents are assigned to one or more specialties within the financial aid function and typically assist students at the counter or by phone in applying for various financial aid programs. The Financial Aid Technician II serves in a specialized capacity in terms of computer systems or specific program management. The Financial Aid Technician III serves in a lead capacity in the office, oversees the other technicians in the absence of the Director of Financial Aid and reviews financial aid packages prior to their submittal

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Assists students in applying for various types of federal, state and other financial aid programs and resources; interviews students and assists in completing the student aid application; explains eligibility requirements, timelines, processing systems, federal, State and district regulations, requirements, policies, and procedures (E)
- Reviews documents and applications submitted at front counter for accuracy and completeness (E)
- Analyzes documents submitted for verification including tax returns, non-taxable income, and assets to ensure accuracy per Federal and State regulations; notifies student of incomplete documents and advises what is necessary to meet requirements; documents student's files of inconsistencies or problems (E)
- Verifies application information and supporting documentation; recalculates financial need as required; evaluates special circumstances to override need analysis results and increase or decrease awards; reviews academic appeals according to federal regulations to determine students' academic eligibility for aid (E)
- Interviews and counsels students and parents concerning budget control, expenditures, programs, applications and eligibility; interprets and explains federal, state and district regulations, requirements, policies and procedures (E)
- Assists students in completing loan packages; transmits loan applications to ELM; ensures data is accurate and reflects the requests of the students; prepares and distributes a variety of reports related to student loans; conducts, prepares, schedules loan entrance and exit workshops (E)

REPRESENTATIVE DUTIES (Cont'd):

- Performs financial need analysis for Cal Grant program and Chafee grant according to State regulations; reports need and eligibility to the State; updates financial aid record of Cal Grant and Chafee eligibility and amount of funds requested; enters and revises data in the computer; generates, files and distributes award contracts, budgets and related documents (E)
- Coordinates financial aid outreach activities with high schools, local groups, and agencies; attends events to promote financial aid opportunities; and presents financial aid workshops and orientations to large groups on and off campus (E)
- Oversees and implements College's annual online scholarship program (E)
- Sets up scholarship application interview process; notifies applicants with information pertaining to their awards; maintains various records, student accounts, and prepares a variety of reports and documents; develops scholarship flyers, bulletins and other informational pieces to notify campus staff to encourage students to apply; receives and verifies all scholarship checks for students awarded by local community donors (E)
- Serves as liaison with the local hospital in screening students' academic standing to meet the hospital's requirements to apply for long-term scholarships and career opportunities (E)
- Applies deferments to students who are eligible under financial aid office rules and regulation guidelines (E)
- Creates payment plan for students following campus, federal and state guidelines (E)
- Monitors continued eligibility of students; amends student awards according to changes; coordinate outside sources of assistance (E)
- Maintains current knowledge of state and federal financial aid programs; attends meetings, workshops and conferences regarding changes in eligibility requirements, application procedures and other issues (E)
- Coordinates communication and activities with various district departments and personnel, governmental and private agencies, other colleges, financial institutions and the public. (E)
- Trains and provides work direction to student workers as assigned (E)
- Prepares and maintains a variety of records, files and reports related to financial aid activities; compiles and maintains statistical data for inclusion in state and federal reports (E)
- Operates a variety of office equipment and machines including computers, peripheral equipment, calculators and copiers (E)
- Performs other related duties as may be assigned

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college course work in business, accounting, social services or related field and three years of increasingly responsible clerical experience involving statistical and financial record-keeping and public contact

KNOWLEDGE OF:

- Rules, regulations, procedures, policies and function of federal, State and District financial aid programs
- Methods and techniques of financial aid need analysis
- Financial aid packaging methods and procedures
- Interpersonal skills using tact, patience and courtesy
- Interviewing and counseling techniques
- Personal and financial problems encountered by college students and parents
- Financial and statistical record-keeping techniques
- Modern office practices, procedures and equipment
- Oral and written communication skills
- Applicable sections of State Education Code and other applicable laws
- College and community resources to students
- Applicable computer operation and software

ABILITY TO:

- Determine eligibility for financial aid through need analysis
- Develop financial aid packages to meet financial need
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Exercise sound judgment in reviewing and evaluating student financial aid applications
- Interpret financial statements, income tax reports and related documents
- Operate computer and applicable software
- Analyze situations accurately and adopt an effective course of action
- Add, subtract, multiply and divide quickly and accurately
- Communicate effectively both orally and in writing
- Maintain records and prepare reports
- Work independently with little direction
- Plan and organize work
- Work independently with little direction
- Meet schedules and time lines
- Establish and maintain cooperative and effective working relationships with others
- Relate effectively to economically disadvantaged students
- Interview and advise students

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise

CONTACTS: Lenders, servicers, co-workers, students, faculty, other departmental personnel, external agencies, parents

PHYSICAL EFFORT:

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time

Sitting or standing for extended periods of time

Moderate lifting, bending, reaching to retrieve and file records

WORKING CONDITIONS:

Office environment.

Constant interruptions.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00pm Monday-Thursday and 11:30am on Fridays of the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter (addressing your interest and qualifications)
3. Résumé
4. Transcripts:
 - a. Submit transcripts of **ALL** college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Office hours: Monday-Thursday (7:30 am – 6:00 pm)
Friday: (7:30 am – 11:30 am)

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted.

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events..

AVC is an equal opportunity employer