

# LAREDO COMMUNITY COLLEGE

## JOB DESCRIPTION

**TITLE:** FINANCIAL AID TECHNICIAN **REVISION DATE:** 09/25/06

**PERSONNEL GROUP:** CLASSIFIED

**CLASSIFICATION LEVEL:** 14

**DEPARTMENT:** STUDENT FINANCIAL AID

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### **BASIC FUNCTION AND RESPONSIBILITY:**

The position involves the monitoring of aid recipients compliance documentation. It entails considerable public contact in interpreting policies and regulations regarding eligibility for aid.

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### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Interviews and counsels students, parents and others regarding eligibility requirements for financial aid
2. Performs a variety of duties involved in collecting and entering data into an electronic computer according to programmed instructions.
3. Collects data from financial aid applications; processes data to locate missing information and makes corrections as necessary.
4. Enters data into terminal and maintains up-to-date courses taken, awards and adjustments.
5. Assists in the compilation and distribution of financial aid reports. Constantly reviews data entered into computer; assists in generating reports designed to locate inconsistencies in the financial aid data.
6. Maintains communication with data processing personnel to resolve problems and assistance in changing on-going programs and writing new programs to meet our changing needs.

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### **SUPERVISION RECEIVED:**

Director of Student Financial Aid and FA Assistant Director

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### **SUPERVISION EXERCISED:**

None

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### **QUALIFICATION STANDARDS:**

**Education:** High school or GED graduate, with one year college course work in computer science required.

**Experience:** Two years experience in Data Entry required. Two years experience in Financial Aid Office preferred.

**Licenses:** None

**Other:** Ability to learn financial aid guidelines.  
Ability to work with computer assisted programs.  
Knowledge of basic accounting.  
Must be able to handle work by priorities.  
Must be able to communicate effectively in English and Spanish.  
Must be able to operate FAX machine, personal computer, typewriter.  
May be required to work on weekends and overtime.

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**SKILL TESTS REQUIRED:** Typing 35 wpm and proficient on word processing test.

**ACKNOWLEDGEMENT:** The undersigned have jointly read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

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Employee's Signature & Date

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Supervisor's Signature & Date

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Printed Name

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Printed Name

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Printed Title

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