

FINANCIAL AID OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This position in the BOCES Technical Center is responsible for the administration of Federal and State financial aid funds. The incumbent must be knowledgeable of available federal and state financial aid and all legal requirements in order to make decisions to award funds, arrange "financial aid packages," and perform all other necessary duties. The work is performed under the general direction of the Director of Occupational Education with wide latitude given for the exercise of independent judgment. Supervision over others is not normally expected of this position.

TYPICAL WORK ACTIVITIES:

1. Interviews incoming students to inform them of financial aid procedures;
2. Evaluates student requests for financial aid and determines applicants eligibility for such aid;
3. Sets up financial aid files for all students;
4. Reviews financial aid opportunities for students, including PELL grants and Stafford loans;
5. Helps students complete necessary forms;
6. Compiles student information as set by law;
7. Answers questions about financial aid;
8. Conducts exit interviews for all students and completes necessary paperwork;
9. Prepares routine and periodic reports to State and Federal levels;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal and State laws, policies and procedures regarding financial aid programs; good knowledge of business English and arithmetic; good knowledge of interviewing techniques; ability to communicate effectively both orally and in writing; ability to relate well with others; ability to read and understand moderately complex written information; initiative; tact; patience; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college *and* one year of experience in the provision of financial aid in a college or vocational technical center;
- OR: (B) Completion of two (2) years or sixty credit hours at a regionally accredited or New York State recognized college *and* three years of experience in the provision of financial aid in a college or vocational technical center;
- OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

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ADOPTED: 08/07/96