

PERALTA COMMUNITY COLLEGE DISTRICT - May, 2000

CLASSIFIED JOB DESCRIPTION

**FINANCIAL AID AND PLACEMENT ASSISTANT
(SEIU Local 1021 Salary Range 56)
Job Code: 060**

CLASS PURPOSE

Under general supervision, is responsible for performing work in the referral of students to a variety of work opportunities and assisting in the training of financial aids staff, and providing financial aid information. May conduct financial aid workshops and assist in determining eligibility of students for financial aid. Perform related work as required.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Trains clerical staff in the Financial Aid Office
- Interviews students to ascertain skills, job experience, and availability and refers them to suitable job openings
- Arranges interviews with prospective employers and does follow-up on outcome
- Maintains records of job placement
- Meets with department heads or instructors concerning employment needs and qualifications for student employees
- Assists in making allocations of student help to various departments
- Assists Coordinator in determining eligibility for lunch program
- Provides financial aid information to students
- Intakes financial aid documents and maintains files
- May conduct financial aid information workshops
- Assists Coordinator in determining eligibility of students applying for financial aid and in determining what program best fits needs of student
- Makes recommendations on awards to the Coordinator

Job Description: Financial Aid and Placement Assistant

- Compiles information and prepares reports
- Composes correspondence
- Reviews SAFE forms for accuracy and makes corrections in the computerized SAFE System
- Prepares master forms for each student and submits to Data Processing Department for all financial aid applicants
- Assists in devising new methods of operations for Financial Aid Office
- May receive student petitions and submit to Petitions Committee
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Two years of experience in providing financial aid assistance to students or any combination of training, education and/or experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Principles and techniques of training and supervision
 - Rules, regulations, and policies of the financial aids program
 - Basic requirements and duties of a variety of jobs suitable for students
 - Office procedures and equipment, including filing system and letter and report writing
 - Methods and practices of financial record keeping
 - Interviewing techniques
- Ability to:
 - Interview effectively
 - Interpret the rules, regulations, and policies governing the financial aid program
 - Analyze situations accurately and adopt an effective course of action
 - Perform a variety of detailed record-keeping work
 - Establish and maintain cooperative relationships with those contacted in the work place
 - Operate office equipment, including personal computer, adding machine, typewriter, copier, and fax machines

Job Description: Financial Aid and Placement Assistant

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A