

Classification and Qualification



STANDARDS

The California State University System

Student Personnel Technician

(Financial Aid)

Class Code 2635

Date Established 08-07-67

Date Revised 01-01-78

Occupation Index Reference O-1

DEFINITION:

Under immediate supervision, provides advice and assistance to students, campus administrative staff, faculty, and representatives of outside agencies on a variety of financial aids programs.

Examples of Typical Activities:

Incumbents of positions in this class accept, distribute, and process applications for a variety of student financial aid programs including but not limited to NDEA loans, educational opportunity grants, short-term loans, scholarships, and work-study jobs. On the basis of a thorough knowledge of the policies, procedures, and regulations pertaining to the financial aids programs, they provide information to the students on application procedures, availability of funds, eligibility requirements, and repayment schedules. Incumbents must exercise considerable tact and judgment in conducting interviews with students (especially those leaving school or changing their status in some other manner) to advise them on repayments and loan reduction options available in certain cases; gather data and prepare detailed and complex reports of either a recurring or non-recurring nature; assist departments in the selection of students for scholarships and traineeships available through the campus; screen students for graduate non-resident tuition waivers.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

General knowledge of interviewing techniques; thorough knowledge of the policies and procedures of the various financial aids programs available at CSUC.

Ability to sustain a working knowledge of the changes in financial aids programs; ability to obtain, analyze and evaluate data for specific use; ability to advise and assist students in selecting and processing financial aids contracts; ability to keep records and write clear reports; ability to establish and maintain cooperative working relationships with students, faculty and co-workers; ability to read and write at a level appropriate to the duties of the position; ability to perform arithmetic computations.

and

Experience:

Equivalent to two years of responsible general clerical experience in a college or university financial aids office which has demonstrated acquisition of a practical understanding of the policies and procedures of financial aids programs and possession of the knowledges and abilities listed above.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic