

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FINANCIAL AID TECHNICAL ANALYST

BASIC FUNCTION:

Under the supervision and direction of the Associate Dean of Financial Aid, serve as the lead person to assist in interpreting, developing, and monitoring the electronic, Pell Recipient Financial Management System (RFMS); and other federal and state programs; develop and maintain an effective linkage between the government's and the institutional software; track effective student payment processes; reconcile federal and state programs. Analyze, configure and test financial aid software components to assure that district policies and federal and state laws are implemented. Analyze financial aid policy and regulations to identify implications for computer calculations, software configuration, and operational procedures.

DISTINGUISHING CHARACTERISTICS:

The Financial Aid Technicians make decisions regarding financial aid awards on a variety of programs. The Senior Financial Aid Technician reviews award decisions, provides work direction and guidance and meets with students regarding grievances or decisions. The Financial Aid Analyst performs a variety of responsible, complex and technical duties relating to the linkages between federal, state and institutional electronic aid processes. The Financial Aid Analyst incumbent operates independently and is typically assigned responsibility for specific complex financial aid functions, such as tracking complex regulations and identifying elements that could have an impact on students. Develops strategies for successful interfacing of federal and college software systems.

REPRESENTATIVE DUTIES:

Assist with assessing, developing, implementing, monitoring and reconciling of federal and state programs: Pell, FSEOG, FWS, FFEL and CalGrant, in compliance with federal reauthorization, state laws and college rules and regulations. (E)

Develop and monitor effective linkages between federal and state electronic processes and internal institutional software to deliver services to eligible students and meet mandated deadlines. (E)

Interpret federal and state laws, rules and regulations relevant to financial aid and district policies and procedures. (E)

Develop training materials; train staff in routine federal and state electronic tasks. (E)

Serve as the link between Financial Aid and Information systems to assist with the interpretation of federal and state electronic processes, software patches and rules relevant to financial aid; communicate federal and state updates, changes and regulatory releases. (E)

Assess workflow processes and apply new technology; create and modify computer system protocol rules to maintain the Financial Aid office status as an automated electronic aid office, to ensure federal and state compliance. (E)

Diagnose and resolve technical problems (E)

Import Pell student data from the federal government, transmit to internal system, transmit out Pell data, monitor and reconcile budget in a timely, efficient manner to meet standards; such as run payment process each month, troubleshoot problems, set parameters and timelines; work timeline for each payment. (E)

Develop timelines for student financial aid payments in conjunction with the Business Office to ensure funds are available. (E)

Set-up the needs analysis process associated with student eligibility, ensuring compliance with federal and state guidelines. (E)

Prepare data needed to file annual FISAP report. (E)

Adapt and maintain processes to track Financial Aid Transcripts (FAT's) according to changing regulations. (E)

Adapt and maintain packaging setup, analyze and test results, modify until results are desirable each year; maintain batch-awarding processes for specific awards. (E)

Batch award all Board of Governors Fee Waivers according to regulations each term; run re-bill process to refund the students registration-billing charges. Determine process changes, needs, set-up procedures; implement and maintain. (E)

Coordinate for refunding and billing procedures for BOGW students. (E)

Coordinate with Information Systems for BOGW-MIS reporting; validate the process according to regulations. (E)

Facilitate the import, update and export of data with the California Student Aid Commission and with the Department of Education (ISIR). (E)

Develop and implement the Return to Title IV Funds process; download federal program, install; generate reports to identify student, as well as institutional liability. (E)

Plan, track and develop required financial aid reports. (E)

Perform other related duties as assigned.

KNOWLEDGE OF:

Financial Aid need analysis methodology

Student Financial Aid award packaging

Federal, State and Community College rules and regulations governing Financial Aid

Principles of budget preparation, monitoring and tracking

Technical aspects of Financial Aid

US Department of Education Title IV wide area network and related systems, including the Electronic Exchange (EDE) network, the EdFund network, and the California Student Aid Commission network, the GAPS

Excellent oral and written communication skills

Software used to interface with federal and state financial aid agencies and programs.

Computer skills and complex software.

Modern office practices, procedures and equipment

Federal and state student financial aid programs

Financial aid fund management

Information Systems application to financial aid

ABILITY TO:

Understand and interpret complex rules, principles and techniques of specialized student financial aid computer software packages/applications

Monitor, track and reconcile budgets

Implement and monitor electronic exchange programs with various agencies

Work under pressure with attention to detail and a high degree of accuracy in a high volume, fast paced, demanding environment

Provide technical assistance to staff as needed

Interpret and communicate laws, rules, regulations, policies and procedures

Keep accurate, well-organized records for audit purposes

Work independently and cooperatively with general public and internal staff

Establish a working relationship with students, faculty, staff and community

Appreciate and understand the diverse socio-economic, cultural, ethnic and academic background of community college students

Learn the configuration and use of the college administrative computing software (Datatel's Colleague) financial aid module.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor of Arts degree in Business Administration, Public Administration, or related field and two (2) years of increasingly responsible financial aid experience with advanced computer usage and configuration of complex software.

ENVIRONMENT:

Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer.

January 13, 2005

Hearing and speaking to exchange information.