

CLASSIFIED POSITION REQUEST

Position Title: Financial Aid Coordinator
Dept/Program: Student Financial Services
Submitted by: Claudia J. Martin
PT/FTE: Full Time
New or Replacement: Replacement
Salary/Benefit Costs: \$34,824 + \$9404.57 + \$22,455
Total Costs: \$66,642
Funding Source: 49% General Fund/51% BFAP

Are there Salary Savings: None

Description of duties and responsibilities:

- Plan and develop methods and procedures to implement and administer activities associated with the coordination of state, federal, and local financial assistance programs.
- Perform a wide variety of tasks associated with the selection and delivery of student financial assistance.

Special Considerations: Knowledge and experience in bookkeeping and a high aptitude for excellent customer service skills. Knowledge in federal and state financial aid requirements.

Does Position act as an entry point for the college? Should it be bilingual?

Financial aid is an entry point into the school for 33% of our student population. Financial aid also assists in student retention and district enrollment.

In addition to office responsibility, this position will also serve as outreach into the community. The positions could be bilingual, but is not required.

What would happen if this position weren't approved? Disbursements of financial aid money would be delayed. Our goal is to increase the response time in delivering financial aid. Without this position a delayed response time would cause students to withdraw from classes and undue hardship.