

CLASSIFIED POSITION REQUEST

Position Title: ~~Financial Aid Coord.~~ **Student Financial Services Coordinator**

Dept/Program: Student Financial Services

Submitted by: Claudia J. Martin

PT/FTE: Part time

New or Replacement: Replacement

Salary/Benefit Costs: \$\$16,528 + \$4,463

Total Costs: \$20,991

Funding Source: BFAP

Are there Salary Savings: None

Description of duties and responsibilities:

- Perform a wide variety of tasks associated with the selection and delivery of student financial assistance.
- Provide support at the FA Coordinator level for the student aid delivery

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.