

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: Level 5 Step A \$34,000 +9363 + \$22,455

Total Costs: \$65,817

Funding Source: 50% BFAP + 50% General Fund

Are there Salary Savings: None

Description of duties and responsibilities: Include disbursing all financial aid funds, reconciling Pell, SEOG, DGIA, and Orr Estate Grant, and completing the Federal COD report at the time of disbursement.

Special Considerations: This is a much needed position.

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

Financial aid is an entry and retention point for the college. All staff positions partake in outreach and promotion of college events and services. Any position in financial aid bilingual capabilities would be nice, but not necessarily required.

What would happen if this position weren't approved? There would be an incredible drain on the rest of the staff who are already stretched thin. Disbursements to students would probably be delayed rather than the goal we have set to shorten the delivery time.