

CLASSIFIED POSITION REQUEST

Position Title: Financial Aid Advisor
Dept/Program: Student Financial Services
Submitted by: Claudia J. Martin
PT/FTE: PT
New or Replacement: **New**
Salary/Benefit Costs: \$14,520 (Level 4 A)
Total Costs: \$14,520
Funding Source: BFAP

Are there Salary Savings: NA

Description of duties and responsibilities: The position provides support in the areas that are the busiest through out the year. During spring semester this position will work with early applicants to complete their financial aid files. At the time of large disbursements (4x/yr), the person will check Satisfactory Academic Progress. In between these times the person will assist with various overflow work in the office.

Special Considerations: This is a Categorical funded position. This year we have had a person as a part-time hourly working 20 hours per week. It has improved the processing of student files immensely, particularly during the peak season. In 2007, we have been able to start our tracking and awarding in March because we have the extra person in the office.

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

This position is a frontline person, assisting students who are planning on attending school. Admissions and financial aid go hand-in-hand. This position assists the Coordinator, who does intake, in making sure that a student's financial aid is processed early. Any bilingual person is an added advantage to this office. We have students from all cultures who use financial aid.

What would happen if this position wasn't approved? Approving this position brings us into compliance with the union. We have been using a part-time hourly person since last August at 19 hours per week. We will not be able to serve students effectively with our current staffing levels.