

CLASSIFIED POSITION REQUEST

Position Title: Financial Aid Advisor
Dept/Program: Student Financial Services
Submitted by: Claudia J. Martin
PT/FTE: PT/19 Hours/week
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 areas that are the busiest throughout the year. During Spring Semester the person would support the early applicants complete their financial aid files. At the time of large disbursements (4x/yr), the person would be checking Satisfactory Academic Progress. The person will also assist with the student loan program.

Special Considerations: This is a categorical funded position that converts an existing part time temporary position to permanent status. This year we have had a person as a part-time hourly working 19 hours per week and it has improved our processing of student files immensely, particularly during the peak season. This year, for the first time, we have been able to start our tracking and awarding at an early time (March instead of May) 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 at the very front of the process for students attending school. Admissions and financial aid go hand-in-hand. This position assists in the intake process in making sure that a student's financial aid file is complete and is processed early. We have students from all cultures that use financial aid. A bilingual person is an added advantage to this office. Bilingual preferred.

What would happen if this position weren't approved? We have been using a part-time hourly person since last August at 19 hours per week. Without the position we would not be able to serve students at our current rate. Since the application process for the next academic year begins in January when Student Financial Services is also awarding and disbursing for the spring semester, we

need this position to process the financial aid paperwork for the upcoming academic year so that students can be awarded in a timely manner. Early awarding is a retention strategy in that the students will not be impacted by not having any funds to purchase books, etc. It also allows the students to make an informed decision to attend MPC based on the aid offered.