

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FINANCIAL AID SPECIALIST, VOCATIONAL/TECHNICAL

SALARY SCHEDULE: SSP-12

COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)

QUALIFICATIONS:

- (1) Associates Degree or passing score on the Para Pro Assessment Test.
- (2) Must have experience processing financial aid applications.
- (3) Must have experience reporting financial aid data to federal and state monitoring agencies.
- (4) Must be willing to achieve further relative professional certification in the field.
- (5) Must receive a minimum score of 80% on the Bookkeeper test.
- (6) Must receive a minimum score of 80% on Microsoft Word test.
- (7) Must receive a minimum score of 65% on Microsoft Excel test.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of federal Title IV and FSEOG funding, including all required monitoring, reporting, and audit compliance. Working knowledge of the rules and regulations for state funding as it applies to Florida Bright Futures Scholarship Program (FBFSP), Florida Student Assistance Grant Career Education (FSAGCE) and Children of Deceased & Disabled Veterans Program (CDDV) funding practices, including preparing and submitting required reports. Ability to create student financial aid files, perform disbursements for state and federal funding, and prepare and submit required financial reports and requests for scholarships using State and Federal funding programs.

REPORTS TO:

Assistant Director, Sarasota County Technical Institute

JOB GOAL

To counsel and assist students in obtaining financial aid through grants and scholarships which includes assisting in the preparation of the required requests and reports necessary to obtain this funding.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Interview students applying for grants and scholarships.
- * (2) Prepare files for the Scholarship Committee.
- * (3) Enter information electronically for State and Federal funding and transmit electronically.
- * (4) Develop student financial aid records.
- * (5) Print information pertaining to grant applications and provide to applicants.
- * (6) Prepare student payment records using school attendance program.
- * (7) Monitor student financial information for errors.
- * (8) Install and update software as directed.
- * (9) Monitor and develop Bright Futures Scholarship Program.
- * (10) Monitor and develop FSAGCE State funding program.
- * (11) Monitor expenditure ledgers with Finance Department.

School Board Approved - January 5, 2010

- * (12) Keep student financial files current.
- * (13) Keep financial records updated.
- * (14) Attend conferences with regard to financial aid.
- * (15) Attend student support meetings.
- * (16) Enter / update student information in a school student database program.
- * (17) Use Excel for creating and updating worksheets used for student records.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Provide for a safe and secure workplace.
- * (20) Model and maintain high ethical standards and confidentiality.
- * (21) Follow attendance, punctuality and proper dress rules.
- * (22) Maintain confidentiality regarding school matters.
- * (23) Communicate effectively with staff, students and parents.
- * (24) Keep supervisor informed of potential problems or unusual events.
- * (25) Respond to inquiries and concerns in a timely manner.
- * (26) Prepare all required reports and maintain all appropriate records.
- * (27) Follow all School Board policies, rules and regulations.
- * (28) Exhibit interpersonal skills to work as an effective team member.
- * (29) Demonstrate support for the School District and its goals and priorities.
- * (30) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities