



Position Title: Data Entry Clerk (Financial Aid)
Reports To: Administrative Supervisor
Department: Financial Aid Services
Prepared By/Date: Carol Flynn/05-2006
Approved By/Date: Armando Ferrer/04-2006

Job Code: 4169
Job Group: SNE
Salary Grade: 6

Summary:

Performs highly specialized clerical work in the Financial Aid Office. Data is obtained by direct student contact or from a completed student form.

Essential Duties and Responsibilities:

- Performs routine clerical work related to the processing of financial aid forms.
- Enters financial aid information into the financial aid system to complete the students' files.
- Creates and maintains financial aid records.
- Sends follow-up correspondence to students, outside agencies and other departments.
- Verifies correctness of information and proofs data for accuracy.
- Identifies records/documents with conflicting information and follows up with students and supervisor (if appropriate).
- Prepares documents for scanning and assist with the indexing of records into the imaging system.
- Provides clerical support on a daily basis, assisting students with financial aid information at the front counter, through regular or electronic mail and by telephone.
- Operates computer terminal office equipment to input data on-line requiring accuracy in the updating and creation of files.
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of correct method of inputting data into the computer system.
- Knowledge of the principles of office practices and procedures.
- Knowledge of institution's financial aid programs.
- Excellent computer data entry keyboarding skills.
- Knowledge of College policy, procedure, State rules and statutes.
- Excellent communication and customer service skills.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with customers or employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School diploma or equivalent.
- One (1) experience in skilled typewriting, keyboarding and general clerical work, preferably in a large office environment.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name