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| Position Title: | Program Specialist | | |
| Reports To: | Director | | |
| Department: | Student Financial Services | Job Code: | 4919 |
| Prepared By/Date: | Lucy Rodriguez/6-29-2010 | Job Group: | SNE |
| Approved By/Date: | Carmen Salazar/6-29-2010 | Salary Grade: | 9 |
| Revised: | Jennifer C. Brito/7-6-2010 | FLSA Status: | Non-exempt |

Summary:

Coordinates and manages the processing of Return to Title IV for Federal Financial aid sources and supervises staff as assigned to the program.

Essential Duties and Responsibilities:

- Acts as security administrator for the Department of Education (DOE) Return of Title IV software (R2T4).
- Prepares and maintains College-wide Return of Title IV (R2T4) calculations on Web software (DOE electronic processing).
- Creates student financial obligations, provides billing statements, customer service to students, Financial Aid, Bursars, and Student Deans.
- Acts as liaison with State/Federal auditors providing supporting documentation for the Return of Title IV calculations, registration records and collection data, journal entries, bills communication with students, etc.
- Acts as liaison with Financial Aid for the final determination of funds to be returned to guarantors or lending institutions.
- Records adjusting journal entries in compliance with Return of Title IV regulations.
- Works closely with the Financial Aid staff to reconcile the student records and financial transactions regarding R2T4.
- Conducts training sessions for Campus Directors and their staff for Return to Title IV
- Assists the Campus Financial Aid Directors and advisors in resolving problems related to financial data analysis for Return of Title IV.
- Determines, reports, and maintains data to the National Student Loan data system (NSLDS).
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Office software and proficient in using word processing and spreadsheets.
- Knowledge of the principles and practices of accounting and the ability to apply this knowledge to work situations.
- Knowledge of the laws, rules, and regulations on financial record keeping.
- Knowledge of the principles of financial administrations.
- Ability to keep complex records, to assemble and organize data.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- 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 quiet.

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 stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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.

- Associates of Arts degree in related field from two-year College or technical school and three (3) years of experience in responsible in accounting or finance; or equivalent combination of experience and education and six (6) months' supervising experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name