

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6557
Pay Grade: C01

FLSA: Exempt

FINANCIAL AID SPECIALIST

MAJOR FUNCTION:

Performs a variety of activities associated with various sources of student financial aid such as Pell grants, or Bright Future Scholarships, or Guaranteed Student Loan (G.S.L.) programs, etc. Identifies, analyzes and interprets information on scholarships, grants and financial assistance available for students and/or interviews applicants, keeps records and requests funds from the U.S. Department of Education.

DUTIES AND RESPONSIBILITIES:

- Advises applicants as to procedures to follow in obtaining financial aid. May disseminate financial aid information to schools, students, parents and community members.
- Keeps abreast of Federal and/or State regulations pertaining to Student Financial Assistance including changes in regulations and interpretations of Financial Aid through the Department of Education.
- Maintains contact with lending institutions in regard to Guaranteed Student Loan procedures and applicants or general student financial aid opportunities.
- Attends workshops and seminars held by the U.S. Department of Education, the National Association of Student Financial Aid Administrators or the Florida Department of Education.
- Performs other related duties as required.

PTEC

- Supervises and maintains files and records on Pell grantees, Supplemental Educational Opportunity grantees, College Work Study recipients, and Guaranteed Student Loan applicants and recipients.
- Interviews applicants and grantees.
- Compiles and maintains Pell disbursement list of students and follows Federal and the institute's regulations in disbursement of funds.
- Requests funds from U.S. Department of Education on a periodic and justified basis.
- Maintains contact with each Pell grantee and the grantee's instructor to monitor eligibility.
- Disburses proceeds from G.S.L.s in accordance with Federal, State and the institute's regulations.
- Sets up and maintains procedures for hiring, supervision, and student wage distribution for the College Work Study programs.

DISTRICT STUDENT FINANCIAL AID OFFICE

- Coordinates and administers the Florida Bright Futures scholarship program.
- Collaborates with the Pinellas Education Foundation to facilitate the foundation's scholarship program.
- Conducts workshops and presentations for district personnel, students, parents, and community groups on gaining admission to and financing college.
- Coordinates the district service learning program and communicates service learning information to schools.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in accounting, business administration or related field, or the equivalent combination of training and experience.

ISSUED: 3/86 RW; BOARD APPROVED: 4/9/86; MF & D&R REVISED 5/00 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

FINANCIAL AID SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Financial Aid Specialist - PTS