Coastal Pines Technical College

JOB DESCRIPTION

Financial Aid Technician

Supervisor: Financial Aid Director

Under the general supervision of the Director of Financial Aid of Coastal Pines Technical College, performs accounting-related clerical duties that require familiarity with basic financial aid functions. Examples may include data verification, coding and posting/data entry of information, preparing routine reconciliations, and processing applications for financial aid. Assists in the registration process, as needed. May perform limited number of routine clerical duties.

**RESPONSIBILITIES:**

1. Reviews financial aid source documents. Identifies inaccuracies, such as math errors, missing or inaccurate information, signatures or documentation. Assigns standard pre-established codes and/or other identifying information.
2. Provides information to prospective and enrolled students concerning state and federal financial assistance.
3. Enters routine financial aid transactions into appropriate systems. Verifies and corrects information entered.
4. Reconciles routine financial aid records, such as batch reports, BANNER reports, GSFC and U.S.

Department of Education reports.

1. Maintains financial aid and related files and records.
2. Compiles data and prepares and distributes basic information reports.
3. Performs limited, routine general clerical duties such as ordering supplies, typing, answering telephones and/or related duties.
4. Attends seminars, conferences, job-related training, and/or other staff development training programs. Reads pertinent work-related information and materials (e.g., policy and procedure revisions as assigned). May serve on committees.
5. Assists in registration process as needed.
6. Provides quality customer service.
7. Assists students in applying for and receiving VA Benefits.
8. Participates in required staff development activities.
9. Performs other duties as assigned by Financial Aid Director.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED and One (1) year of work related experience.

**PREFERRED QUALIFICATIONS:**

Experience performing clerical and/or accounting related duties; demonstrate excellent written and verbal communications skills; demonstrate skills in word processing; experience with various software programs; ability to work well with others; and organization skills.

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| **Equal Opportunity Statement**  Coastal Pines Technical College (CPTC) does not discriminate on the basis of an individual’s age, color, disability, genetic information, national origin, race, religion, sex, or veteran status (“protected status”). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, [khoward@coastalpines.edu](mailto:khoward@coastalpines.edu) 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia [eharris@coastalpines.edu](mailto:eharris@coastalpines.edu) 912.287.4098; [titleix@coastalpines.edu](mailto:titleix@coastalpines.edu) ADA/Section 504 Coordinator, [ada@coastalpines.edu](mailto:ada@coastalpines.edu) ; All Campuses, 1777 West Cherry Street, Jesup, Georgia. |

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