



POSITION DESCRIPTION

TITLE:	Financial Aid Specialist - Child Care Services	CATEGORY:	Classified
FLSA STATUS:	Non-Exempt	GRADE:	E

JOB SUMMARY: Coordinate provision of the child care assistance program for the El Paso Community College District.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Review results of financial aid applications and accompanying documentation to ensure accuracy, completeness, and correct discrepancies before processing; enter new or revised data into computer system, maintain financial aid files and review reports for completion; review information from federal databases (NSLDS, INS, and Selective Service) for information concerning compliance with federal rules and regulations.	25%
2. Oversee and perform eligibility screening for child care services; ensure compliance with grant criteria; place eligible student(s) in appropriate daycare centers; develop and maintain a child care waiting list, proper documentation, and reports.	25%
3. Promote child care services to students, community, and provider agencies; coordinate and participate in parenting meetings, student orientations, and conferences, and other related programs. Assist with workshops and presentations.	20%
4. Advise students on issues that may need to be resolved in order to continue or reinstate eligibility in particular for those students with academic progress issues; assist in the registration process as it relates to financial aid eligibility and other special programs.	15%
5. Counsels and advises students regarding child care services, eligibility criteria, availability; interview students to determine financial aid needs and make recommendations based on that need; assist students with completion of the application and direct students in further handling of the application.	10%
6. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: None

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree

EXPERIENCE: Three (3) years of related experience.

CERTIFICATIONS/LICENSURES: Must have a valid driver's license.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Effective interpersonal, written and oral communication skills;
- Effective organizational and planning skills, including thorough attention to detail and follow-through;
- Ability to work both independently and as a part of a team;
- Experience with Microsoft Word and Excel; and PowerPoint;
- Effective telephone etiquette skills;
- Ability to maintain the confidentiality of work-related information and materials;
- Ability to manage multiple complex activities and projects;
- Ability to establish and maintain effective working relationships with staff and the public;
- Effective customer service skills;
- Ability to research, evaluate information, and report final outcomes;
- Effective analytical and problem-solving skills.

2. Equipment Used: Personal computer and a variety of equipment associated with a general office environment.

3. Software Used: A variety of word processing, spreadsheet database, e-mail, and presentation software in addition to.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. 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 ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*