**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>1. Division:</th>
<th>Student Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Transaction Type:</td>
<td>(_ ) Establishment  (<em>X</em>) Update  (_ ) Reclassification  (_ ) Transfer</td>
</tr>
<tr>
<td>3. Position Number:</td>
<td></td>
</tr>
<tr>
<td>4. School/College</td>
<td></td>
</tr>
<tr>
<td>5. Department Number:</td>
<td>040 50 0000</td>
</tr>
<tr>
<td>6. Budget Entity:</td>
<td></td>
</tr>
<tr>
<td>7. Effective Date:</td>
<td>(Personnel Use Only)</td>
</tr>
<tr>
<td>8. Department:</td>
<td>Student Financial Aid</td>
</tr>
<tr>
<td>9. FTE:</td>
<td>1.00</td>
</tr>
<tr>
<td>10. Pay Plan:</td>
<td></td>
</tr>
<tr>
<td>11. On-Call:</td>
<td></td>
</tr>
<tr>
<td>12. Lead Worker:</td>
<td></td>
</tr>
<tr>
<td>13. Subsection:</td>
<td>PRES</td>
</tr>
<tr>
<td>14. Class Code:</td>
<td>4206</td>
</tr>
<tr>
<td>15. City</td>
<td>Tallahassee</td>
</tr>
<tr>
<td>16. County</td>
<td>Leon</td>
</tr>
<tr>
<td>17. Class Title:</td>
<td>Program Assistant</td>
</tr>
</tbody>
</table>

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of the time.

**ESSENTIAL FUNCTIONS:** Responsible to the Assistant Director, Student Financial Aid of Customer Service and Training, to assist with the processing of student financial aid applications and supporting records according to various federal, state, and university rules and regulations. Assists with the advisement of students and parents of student financial aid possibilities, student budget, money management, adjustments of financial aid awards, and completion of requested financial aid forms.

**MARGINAL FUNCTIONS:**

40% Assigned to the document intake area of the office to receive, track, and screen various documents submitted to the office by students and parents. Responsible for creating and maintaining files for all students for each academic year; and forwarding the files to the appropriate area for further review.

30% Reviews, verifies, and assesses financial aid applications and supporting documentation. Interacts with students and/or families regarding their application status, when needed. Responds to inquiries and researches and resolves problems involving student financial aid.

20% Assist with telephone calls to confirm the receipt of documents and processes institutional documents as requested/received. Prepares additional documentation for departmental/institutional use.

10% Performs other related duties as assigned.
19. **Subordinates:** List class codes, official class titles, and position numbers for each position that reports directly to this position.

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20. **Supervisor’s Position Number:** 17442  
**Class Code:** 9429  
**Class Title:** Assistant Dir., Student Financial Aid

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21. **Working Hours:**
   
a) Daily from **8:00 am** to **5:00 pm**  
b) Total hours per week **40**  
c) Explain any variations in workweek, split shifts, on-call status, or rotations.

Work hours may vary during peak periods of processing financial aid files to include some nights and weekends.

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22. **Knowledge, Skills, and Abilities:** List specific knowledge, skills, and abilities required in this position. Use additional sheets, if necessary.

Knowledge of all financial aid institutional, federal, and state policies and procedures.  
Effective verbal and written communication skills.  
Ability to comprehend and follow oral and written instructions.  
Ability to work independently.  
Ability to plan, organize and coordinate work assignments.  
Ability to perform simple accounting procedures.

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23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:** Please review statements below check all that apply.

   ___ This position requires a background check and/or fingerprinting, Florida Statutes.  
   ___ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.  
   ___ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.  
   ___ This position requires licensure, certification or other special requirements described below.

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24. **Signatures:** I certify that the duties described are accurate and reflect the responsibilities officially assigned to the position and that any required licensure(s), certification(s) and/or other specific requirement(s) by law are so indicated.

   ___________________________________________   ___________________________   ________  
   Name of Incumbent (Print)   Signature   Date

   ___________________________________________   ___________________________   ________  
   Name of Immediate Supervisor (Print)   Signature   Date

   ___________________________________________   ___________________________   ________  
   James C. McMillan, II   Signature   Date  
   (Vice President, Dean, Director, Department Head or other administrative Officer)

   ___________________________________________   ___________________________   ________  
   Name of Reviewing Authority (Print)   Signature   Date

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25. **University Personnel Relations Office Review:**

   ___________________________________________   ___________________________   ________  
   Assistant Vice President, Human Resources   Date