Pre-Press Technician II

Job Code 00007243

General Description
Responsible for managing a specific unit of the Financial Aid office.

Examples of Duties
Manage the reporting unit.
Hire, schedule, train and plan work for staff.
Coordinate registration activities.
Reconcile Federal Pell Grant Fund Account.
Review SBA 590 to ensure proper disbursements.
Supervise exit interview function.
Oversee the federal and state work study activities.
Train unit and office employees.
Assess impact of various proposals on the entire office and provide timely input to these proposals.
Schedule computer batches.
Process bi-weekly Pell grant reports to include identifying and correcting errors, rejects and incorrect data.
Schedule remaining balance checks.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: Financial aid regulations and accounting procedures, of outside agencies.
Skill in: Working as a team member and interacting with students.
Ability to: Interpret policies and procedures, prepare letters, memos, reports, evaluations, to perform basic math, to operate computer equipment and to work under pressure.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012