

## **STUDENT SERVICES TECHNICIAN**

**GRADE: 7**

### **Job Summary**

Performs one-stop student service activities such as: placement testing, admissions, registration, fiscal operations, financial aid, veteran affairs, providing career information, student activities and special needs of students. Prepares various student services reports.

### **Scope**

This position works in the area of Student Services. Work contacts include administrators, faculty, students, external organizations and the general public. Equipment used includes standard office equipment.

### **Representative Duties**

Assists students by providing information regarding student service functions by phone and in person; provides initial information and procedures to students regarding assessment evaluation, academic courses, community education courses, and financial aid procedures; greets individuals and directs them to the appropriate college services; assists in the maintenance of college files; processes student transcripts; verifies student applications for accuracy and completeness; processes a variety of student requests and registers students; processes various registration forms including student information, special admission, co-enrollment, and drop/add; calculates student GPAs; may receive payments for student fee/tuition; may monitor academic progress of financial aid recipients; processes requests for academic and financial aid transcripts; may conduct various student interviews and assist with high school recruitment; may administer placement tests at the college and at surrounding high schools; may assist with set-up and maintenance of make-up testing and records; may assist students with the financial aid process for initial application to the point of award; may use electronic scorers with combined computer analysis for test grading; may inform student and lender of unsatisfactory progress; provides general clerical assistance; process and issue student identification cards and parking decals; perform related duties as assigned.