

STUDENT EMPLOYMENT SERVICES TECHNICIAN

DEFINITION

Coordinates and performs technical work requiring specialized knowledge of student employment and accounting necessary to assist students with their on-campus employment needs.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Student Employment Services Manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Plans the hiring process, including the preparation of monthly time reports, prepares the payroll calendar, schedules the time report, and the notification to payroll of new hires and rate changes, and prepares the Board report.

Schedules work load and provides work direction to an Account Clerk.

Informs student employees of the status of their checks, holds and releases paychecks to students. Informs students of the balance of their awards.

Creates forms, including form letters, check release forms, memos to payroll, designs report format, maintains documentation required for hiring students.

Examines documents provided by students for hiring purposes and establishes that they are in the Federal approval list. Determines that the student is approved to work under FWS, EOPS, CalWorks or CEP. Assigns TOPS and program numbers.

Reviews time sheets and approves for payment. Prepares monthly time report.

Prepares monthly report of student assignments for the Board report.

Monitors student earnings for compliance with federal and District regulations.

Monitors student GPA for compliance with student workers policy. Notifies students and supervisors when needed.

Prepares on-campus employment monthly reports, including student earnings, award balances, programs and departments expenditures.

Prepares special reports in response to inquiries from other departments.

Audits student employment expenditures listed in the Accounting Report and the Appropriation Ledger. Correct errors and notifies the accounting and payroll departments.

Trains the staff in the use of software used for on-campus employment.

Responds to inquiries from government agencies related to student earnings within the guidelines provided regarding student records privacy.

EXAMPLES OF DUTIES (continued)

Analyzes the needs of the student employment program, designs new reports and/or report changes. Works with IT programmers to make the necessary changes or additions.

Notifies students and supervisors when there are changes in their awards or allocations.

Makes sure that due dates reminders are sent to those involved with on-campus employment.

Ensures that supplies and materials levels are adequate. Determines accounts to be charged. Keeps equipment maintenance records and monitors technician's maintenance schedule.

Prepares monthly status reports and provides information for the preparation of annual reports.

Uses personal computer/network workstation, calculator, and fax.

Selects, trains, evaluates and maintains schedules of student workers.

Performs additional related duties as assigned.

QUALIFICATIONS

Knowledge of:

Office practices and procedures and commonly used office equipment.

Computer software and hardware.

Federal and State regulations, requirements and procedural guidelines pertaining to student employment programs.

Recordkeeping procedures.

Ability to:

Coordinate simultaneous projects.

Communicate effectively and work cooperatively with a diverse student population, faculty, and staff, outside agencies and the public.

Understand, interpret and apply regulations and program procedures.

Gather and compile statistical and financial data.

Establish and oversee systems and procedures pertaining to student employment programs.

Analyze a variety of data and make appropriate recommendations.

Present clear and concise oral and written reports.

Develop, maintain and compile accurate records.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

A combination of six years of college-level education and experience which includes three years of paid work experience in accounting or bookkeeping that utilized computerized spreadsheet programs.

College coursework or degree must be in Business Administration, Accounting, Bookkeeping from an accredited college or university or other educational programs directly related to the duties to be performed.

Desirable Requirements:

Bachelor's degree from an accredited college or university.

Experience with student services programs in a college environment.