FINANCIAL AID SPECIALIST
Application deadline: Wednesday, May 4, 2016; 4:00 PM

POSITION DESCRIPTION
Under direction, collects financial aid data and prepares reports in compliance with applicable Federal, State and District regulations in support of Financial Aid programs and services; performs specialized duties in the collection, formulation, and calculation of financial aid award packages for eligible students.

RESPONSIBILITIES
Duties may include, but are not limited to the following:
• Audit and reconcile funds; audit and review programs throughout the academic year.
• Perform a variety of data analysis related to the Financial Aid Program. Establish and maintain system-wide parameter and tables to provide accurate information for Federal and State mandated financial aid systems for adequate performance and output.
• Screen aid applications and supporting documentation submitted by students for accuracy and consistency; performs need analysis calculations utilizing Uniform Methodology.
• Develop appropriate aid packages combining loans, grants, and employment to meet each student’s calculated need within program limitations, student preferences, and available funds.
• Provide information on aid programs to current and prospective students; explains eligibility criteria and assists students and parents through orientation and community outreach in completing financial aid applications; advises students of rights and responsibilities associated with receipt of Title IV financial aid funds.
• Certify financial eligibility for and refers students to the EOP&S Program.
• Assist in the administration and implementation of Federal and State Financial Aid programs; review and ensure appropriate disbursement amount according to established procedures.
• Prepare statistical, financial, and narrative reports as required; compile information and prepare statistical data, various reports and forms related to Financial Aid programs and other assigned programs as required according to State and Federal regulations, policies and guidelines, application processing and eligibility requirements.
• Serve on the Financial Aid appeals Committee; represent the College in the community as requested.
• Recommend policy and procedure modifications relative to the student financial aid delivery system.
• Direct the work of student assistants.
• Perform related duties as assigned.

MINIMUM QUALIFICATIONS
• Working knowledge of Federal and State regulations governing eligibility for student aid programs. Ability to:
  • Perform need analysis calculations using Uniform Methodology.
  • Maintain and prepare accurate records and reports.
  • Maintain confidentiality and assist economically disadvantaged and culturally diverse students to meet their educational and career goals by providing budgetary counseling and making referrals as appropriate.
  • Communicate effectively orally and in writing and to establish and maintain cooperative working relationships with a wide variety of students, staff, administrators, and community members.
  • Direct the work of student assistants.
  • Any combination of education, training, and experience that provides the required knowledge, skills, and abilities. An example of this would be completion of an associate degree with responsible experience in the provision of student financial aid services.
  • Experience in the use of software application programs (i.e., Microsoft Excel, Word, and PowerPoint) and student financial aid delivery systems.
  • Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIURABLE QUALIFICATIONS
• Knowledge of PCs and applicable student information databases.

Applications must be filled out completely and in detail. The application package must include the following:
• District Employment Application
• Resume
• Copies of transcripts indicating degree(s) (if education is to be used to meet the qualifications). Photocopies are acceptable.

Please do not include any additional documents not required in this section.

APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District Employment Application, resume, and copies of transcripts indicating degree(s) (if education is to be used to meet the qualifications). Photocopies are acceptable. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
These are full-time, 12-month, classified bargaining unit positions. Start date: as soon as possible. Hours are 8:00am to 5:00pm or 7:00am to 4:00pm, Monday through Friday; one day per week will work 10:00am to 7:00pm. Must be available to work varied schedules as assigned. Range 17 of the CSEA Salary Schedule, with a starting salary of Step A, $3,516/month; progresses over time to $4,948/month. Excellent benefit package.
Chaffey Community College District is committed to equal employment opportunity.