PROGRAM ASSISTANT, FINANCIAL AID (Part-Time)
Two positions: 1) Fontana Campus; 2) Chino Campus
Application deadline: Wednesday, April 8, 2015 4:00 PM

POSITION DESCRIPTION
Under general supervision, perform one or more of the following major functions in a student services program: review and track application materials; prepare student files for processing; conduct intake interviews; develop and present student orientations; participate in outreach and recruitment activities; refer students to appropriate programs and services; collect, compile, and classify a variety of program data and prepare reports as requested. May direct the work of student assistants or hourly employees.

RESPONSIBILITIES INCLUDE
• Coordinate the intake services and general information provided to current and prospective financial aid applicants. Assist with the scheduling and training of hourly and student staff assigned to the counter and the telephones.
• Provide general guidance and assistance to students inquiring and/or applying for student financial aid; explain program policies and procedures; research and answer questions regarding the status of student awards.
• Develop and implement effective customer/student service practices consistent with the mission and goals of the department.
• Receive and review application materials; prepare student files for processing.
• Refer students as appropriate to other student programs and services.
• Coordinate the development and preparation of promotional materials; participate in outreach activities; make presentations to parents and potential students.
• Compile, analyze, and report a variety of student data; prepare a variety of narrative and statistical reports based on student data; assist in preparing grant proposals to establish funding bases; maintain current files and records.
• Assist in the development of program goals, activities, and budget.
• Provide clerical assistance when needed; document imaging.
• Perform related duties as assigned.

MINIMUM QUALIFICATIONS
• Any combination of education, training, and experience that provides the required knowledge, skills, and abilities. An example of this would be an associate degree with coursework or experience in social services.
• Ability to communicate effectively orally and in writing; establish cooperative working relationships with staff, administrators, faculty, students, and others contacted in the course of performing assigned duties; ability to advise students regarding college/program policies and procedures.
• Ability to train and direct the work of other employees and student assistants.
• Ability to keep accurate records and prepare statistical and narrative reports.
• Keyboard skills and computer experience, which includes word processing, spreadsheet, database software, and strong knowledge of Internet and e-mail communication.
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS
• Bilingual with English-Spanish speaking skills.
• Experience working in a student financial aid office.

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.
APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District application, a resume, and copies of transcripts. Please do not include any additional documents not required in this section.

SPECIAL CONDITIONS
Working hours: Position #1: Monday 10:00am–2:00pm; Tuesday–Thursday 8:00am–12:00pm; Friday 8:00am–11:00am.
Position #2: Monday–Wednesday 7:30am–11:30am; Thursday 10:00am–2:00pm; Friday 7:30am–10:30am.

APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District application, resume, and copies of official transcripts indicating degree (if you are using your education to meet the minimum/desired qualifications). Photocopies or computer printouts are acceptable. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a part-time (19 hours per week), 12-month, classified bargaining unit position. Starting date: as soon as possible. Must be able to work varied hours as assigned. Range 13 of the CSEA Salary Schedule, with a starting salary of Step A, $1,469.18/month; progresses over time to $2,067.68/month.

Chaffey Community College District is committed to equal employment opportunity 14-15/50CL