

DEFINITION

Under general direction, plans, organizes, manages, and provides oversight for a variety of state and federal financial aid programs as well as scholarships; coordinates with other District divisions, officials, and outside state and federal agencies like the Department of Education and the California Community College Chancellor's Office; provides highly responsible and complex professional assistance to the Dean

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean of Student Affairs. Exercises general direction and supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that plans,

Organizes, supervises, performs, and reviews work activities to ensure compliance with quality standards and deadlines to ensure compliance with federal and state regulations and to minimize financial liability. Identifies opportunities for continuously improving service.
Serves as primary contact for federal and state financial aid reporting purposes. Analyzes and interprets federal and state regulations governing financial aid.

Maintains up-to-date knowledge of laws, regulations, policies, procedures and automated business systems that guide or support the functional area. Develops operational policies and procedures manual in accordance with federal and state regulations.
Consults with and advises administrators, faculty, staff, and students regarding financial aid programs, policies, procedures and concerns. Chairs committees dealing with student financial aid.

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- Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
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- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand and appropriately apply scope of authority in making independent decisions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Maintain confidential financial and student information.
- Compute sums, quotients, fractions, percentages, ratios, and statistics with speed and accuracy.

Education and Experience

Bachelor's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education.

Two years of work experience, formal training, internship, or leadership experience in financial aid.

Licenses and Certificates

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotional stressful conditions while interpreting and enforcing program policies and procedures.