Coordinator, Financial Aid
Foothill-De Anza Community College District

Job Title	Coordinator, Financial Aid
Department	Staff
Institution	Foothill-De Anza Community College District
	Los Altos Hills, California
Date Posted	Feb. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/4990470
Apply By Email	
Job Description	

Coordinator, Financial Aid

HR EMPLOYMENT/CAREERS
Closing Date: 02/23/2024*

*Any complete applications received after the closing date will only be forwarded to the hiring committee at their request.

Starting Salary: $6,012.96 (per month); **Salary Grade:** C1-49

Full Salary Range:

$6,012.96 - $8,053.36 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above. We have two(2) openings.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

Foothill College Mission Statement:

Embracing inclusivity and building strong communities, Foothill College serves diverse learners and equips its students with critical thinking skills to address complex societal challenges, to thrive in the global workforce, and to engage in a life of inquiry.

DEFINITION

Under general supervision, coordinates, promotes, implements, and provides student support services to the District's financial aid and related programs; processes and awards student financial aid according to federal and state regulations and District policies and procedures; organizes and maintains accurate and complete financial records; tracks students' academic progress; performs outreach duties to promote and increase participation in student financial aid programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Provides technical and functional direction to less experienced staff.

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CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Financial Aid series that is responsible for the administration and coordination of various financial aid and related processes and/or programs, as well as the operations and activities within the Financial Aid Office. Positions work on tasks that require the use of discretion and independent judgment in performing assigned work and ensuring the efficient and effective functioning of assigned operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Supervisor, Financial Aid in that the latter is the full supervisory-level class responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in financial aid support services.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Plans, coordinates, and administers assigned financial aid, scholarship, and student employment processes and/or programs, including developing and implementation of program policies and procedures, serving as the primary resource for assigned programs, and responsibility for program budget, performance, reporting, accountability, and regulatory compliance.
2. Processes, analyzes, and evaluates application materials and supporting documentation to determine student eligibility for financial aid and scholarship programs.
3. Performs functions necessary to implement and sustain the maintenance and use of financial aid databases and applications; tests and maintains data analysis and reporting programs to enhance and support reporting requirements and data tracking needs.
4. Disburses financial aid and scholarships; coordinates the Award Notification Letter; posts to student accounts.
5. Performs reconciliation of financial aid program accounts; calculates and processes overpayments and refunds to appropriate programs and funders.
6. Oversees accurate and timely reporting of student and aid information to lenders, servicers, and guaranty agencies.
7. Resolves complex and difficult cases in the financial aid, scholarship, and student employment eligibility determination, information verification, and appeal processes.
8. Leads, plans, and organizes outreach activities targeting low-income or disadvantaged communities; recruits students to apply for financial aid and student employment programs; disseminates program information to high schools, local agencies, and the public; conducts presentations regarding scholarships and financial aid program services and opportunities.
9. Markets programs, services, and events through Financial Aid website, various communication

venues and social media; develops flyers, brochures, programs, and other marketing materials.

10. Prepares and maintains various programmatic and/or student files and records.
11. Oversees Financial Aid Office operations; provides technical and functional direction to assigned staff and student workers; gives work assignments; reviews and controls quality of work; trains staff in work principles, practices, methods, policies, procedures, and applicable federal, state, and local laws, rules, and regulations.
12. Coordinates the development and implementation of special projects and programs as assigned.
13. Maintains accurate and detailed spreadsheets, files, and records, verifies accuracy of information, researches discrepancies, and records information.
14. Coordinates assigned activities and services with other departments, divisions, and outside agencies.
15. Attends and participates in program-related District committees, community activities, and professional conferences and meetings concerned with the development and implementation of financial aid programs and/or services.
16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic principles and practices of providing technical and functional direction to staff.
2. Principles, practices, and service delivery needs related to the development and implementation of financial aid, scholarship, and/or student employment programs.
3. Procedures for processing computer applications and databases in financial aid.
4. Disbursement procedures and reconciliation process for federal and state aid.
5. Procedures for planning, implementing, and maintaining a variety of presentations, activities, and programs.
6. Research and reporting methods, techniques, and procedures.
7. Principles and practices of data collection and report preparation.
8. Applicable federal, state, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
9. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
10. Record keeping principles and procedures.

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11. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
12. English usage, spelling, vocabulary, grammar, and punctuation.
13. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Implement and coordinate assigned program services, projects, and activities.
3. Prepare outreach activities, brochures, reports, and other related program materials.
4. Make oral presentations to a wide variety of audiences.
5. Provide sound advice and coaching to students related to financial aid programs and services.
6. Interpret, apply, explain, and ensure compliance with applicable federal, state, local and District policies, procedures, and regulations.
7. Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
8. Understand scope of authority in making independent decisions.
9. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
10. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
11. Make accurate mathematical, financial, and statistical computations.
12. Establish and maintain a variety of filing, record keeping, and tracking systems.
13. Organize own work, set priorities, and meet critical time deadlines.
14. Operate modern office equipment including computer equipment and specialized software applications programs.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: equivalent to an Associate's degree in finance, accounting, or a related field **AND** three (3) years of increasingly responsible experience in a financial aid office.

Licenses and Certifications:

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 20 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.

APPLICATION PACKET:

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1. A District on-line application on http://hr.fhda.edu/careers/. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: http://hr.fhda.edu/careers/a-applicant-instructions.html

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Permanent, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: http://hr.fhda.edu/benefits/index.html.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

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For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

http://hr.fhda.edu/

To apply, visit https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1513?c=fhda

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Foothill-De Anza Community College District

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