

**FINANCIAL AID SPECIALIST II**  
**San Jose/Evergreen Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=234425>

Downloaded On: May. 16, 2024 3:15am

Posted Apr. 10, 2024, set to expire May 22, 2024

**Job Title** FINANCIAL AID SPECIALIST II  
**Department** Staff  
**Institution** San Jose/Evergreen Community College District  
San Jose, California

**Date Posted** Apr. 10, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Accounting & Finance

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**Job Description**

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**FINANCIAL AID SPECIALIST II**

**San Jose/Evergreen Community College District**

**Close/First Review Date:**04/28/2024

**Campus Location:** Evergreen Valley College

**Position Description:**  
**POSITION SUMMARY**

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The Financial Aid Specialist II reports to the Director of Financial Aid at Evergreen Valley College. The work schedule is 12 months per year; 40 hours per week; Monday - Friday; 8:00 a.m. - 5:00 p.m.

The Financial Aid Specialist II position is grant funded and contingent upon yearly funding.

This position is represented by CSEA (California School Employees Association), Chapter 363.

### **POSITION PURPOSE**

Under the direction of a Financial Aid Officer, perform one or more highly specialized functions involving computerized financial aid records or overall coordination of a designated program.

### **DISTINGUISHING CHARACTERISTICS**

In addition to having knowledge of all aspects of application processing and related procedures done at the Financial Aid Specialist I level, the Financial Aid Specialist II serves in a specialized capacity for computer systems and/or responsibility for a specific financial aid program such as FWS or PELL Reporting. This level differs from the Financial Aid Specialist III in that the latter serves in a lead capacity in the office, oversees the other specialists in the absence of the Financial Aid Officer, performs final review of applications and supporting documentation, packages financial aid awards, and exercises professional judgment on individual circumstances.

### **DUTIES AND RESPONSIBILITIES**

1. Review applications and required documentation to determine financial need and program eligibility for a variety of Federal, State and District programs.
2. Perform technical duties related to departmental computer systems; implement, test and debug program changes; assist in determining packaging parameters; manage electronic data exchange process required for transmission of data; process student files.
3. Participate in the file packaging process and the process involved in one or more assigned specific programs such as work study, grants, scholarships and others as assigned.
4. Prepare Federal and State reports which initiates funding levels for financial aid programs; assist Financial Aid Specialists III as needed.
5. Provide second verification of application information and supporting documentation; make

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corrections appropriately.

6. Interview and counsel students and parents concerning budget cost of education, applications and eligibility; interpret and explain Federal, State and District regulations, requirements, policies and procedures.
7. Perform needs analysis and assist in packaging students for financial aid programs; enter and revise data in the computer; generate, file and distribute award letters and related documents.
8. Maintain current knowledge of State and Federal financial aid programs; attend meetings, workshops and conferences regarding changes in eligibility requirements, application procedures and other issues.
9. Complete documents/information requested from outside agencies and other institutions.
10. Communicate with various District departments and personnel, governmental and private agencies, other colleges, financial institutions and the public.
11. Prepare and maintain a variety of records, files and reports related to financial aid activities; compile and maintain statistical data for inclusion in State and Federal reports.
12. Operate a variety of office equipment and machines including computers, peripheral equipment, calculators and copiers.
13. Perform other duties reasonably related to the job classification.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

1. Rules, regulations, procedures, policies and function of Federal, State and District financial aid programs.
2. Methods and techniques of financial aid need analysis.
3. Financial aid packaging methods and procedures.
4. Interpersonal skills using tact, patience and courtesy.

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5. Interviewing and counseling techniques.
6. Personal and financial problems encountered by college students and parents.
7. Financial and statistical record-keeping techniques.
8. Modern office practices, procedures and equipment.
9. College and community resources for students.
10. Computer software used for financial aid processing.

**Skills and Ability to:**

1. Work with students/parents from a variety of diverse backgrounds and cultures.
2. Determine eligibility for financial aid through needs analysis.
3. Assist in the development of financial aid packages to meet financial need.
4. Read, interpret, apply and explain rules, regulations, policies and procedures.
5. Exercise sound judgment in reviewing and evaluating student financial aid applications.
6. Interpret financial statements, income tax forms and related documents.
7. Utilize computer software for extensive reporting, tracking and analysis.
8. Analyze situations accurately and adopt an effective course of action.
9. Add, subtract, multiply and divide quickly and accurately.
10. Communicate effectively both orally and in writing.
11. Maintain records and prepare reports.
12. Plan and organize work to meet schedules and time lines.

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13. Establish and maintain cooperative and effective working relationships with others.

14. Interview and advise students.

#### **Required Qualifications:**

##### **EDUCATION AND EXPERIENCE**

1. Graduation from high school supplemented by college course work in business, accounting, social services or related field.
2. Three years of increasingly responsible experience involving financial record-keeping and public contact in a social services related field, including at least two years of financial aid experience.

#### **Desired Qualifications:**

1. Bilingual abilities, desirable.

#### **Districts Diversity Requirements**

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

#### **Salary Range:**

\$63,256 - \$77,059 Annual Salary (Range 76: Classified Salary Schedule Fiscal Year 2023-2024).

Starting placement is generally at Step 1.

#### **Benefits:**

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, 12 sick leave days and 20 paid holidays.

**To be considered for this position please visit our web site and apply on line at the following link:**

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<https://sjeccd.peopleadmin.com/>

#### **About San Jose/Evergreen Community College District**

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

#### **Contact Information**

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

#### **Contact**

Staff

San Jose/Evergreen Community College District

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