

**Senior Enrollment & Financial Services Advisor  
West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=242293>

Downloaded On: Aug. 10, 2024 3:18pm

Posted Jul. 29, 2024, set to expire Aug. 25, 2024

**Job Title** Senior Enrollment & Financial Services Advisor  
**Department**  
**Institution** West Valley-Mission Community College District  
Saratoga, California

**Date Posted** Jul. 29, 2024

**Application Deadline** 08/25/2024  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Senior Enrollment & Financial Services Advisor**

**Closing Date:** 8/25/2024

**Definition:**

The Department of Student Enrollment & Financial Aid at West Valley College is seeking a talented individual to fill the position of Senior Enrollment & Financial Services Advisor.

West Valley College, though just minutes from the heart of the Silicon Valley, is in a beautiful park-like setting on 143 wooded acres. Our staff and faculty are among the most qualified in the state and our

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students appreciate the college for its friendly staff and supportive atmosphere.

The purpose of this position is to establish and conduct student enrollment outreach and recruitment strategies and initiatives; to perform enrollment services and financial aid duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

This position will be assigned duties split between Admissions & Records and Financial Aid; however, this split may be adjusted to reflect seasonal and departmental needs.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

**Assignment:**

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date in October 2024. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), [Office, Technical & Business Services Employee Unit].

Work Location: West Valley College, Saratoga, CA

**Salary and Benefits:**

Anticipated Hiring Range:

- \$6,980.67 - \$7,628.08 monthly (WVMCEA Salary Schedule, Range 61, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse and dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.

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- 12 days vacation leave accrued annually; rate increases step-wise up to a maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement

**Minimum Qualifications:**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Experience: Two years of responsible journey experience similar to Enrollment and Financial Services Advisor with the West Valley-Mission Community College District.
2. Education: Equivalent to an Associates degree from an accredited college with major coursework in a business, general education, or a related field.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

**Examples of Duties and Responsibilities:**

Duties may include, but are not limited to, the following:

- Plan, prioritize, and review the work of student ambassadors assigned to a variety of outreach events and activities.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Provide technical and functional oversight to lower level staff; participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.

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- Work with college departments and divisions to develop and coordinate a recruitment plan that is in alignment with college, matriculation, and equity goals, and state or federal mandates.
- Develop and maintain effective partnerships with K-12 schools and community partners, to achieve statewide student success goals focusing on common standards for college and career readiness.
- Initiate, coordinate, and present comprehensive outreach services to prospective students, their families, and high school partnership programs using both on-site and progressive digital delivery methods.
- Review documents related to department operations, policies and procedures; identify potential changes to or problems with office operations and procedures; propose solutions or modifications to improve processes and service levels.
- Monitor expenditure of funds and oversee outreach budget activities; recommend budget revisions and expenditures; prepare purchase requisitions.
- Perform the most difficult and complex work related to financial aid programs and services, in compliance with applicable federal, state, and local laws, rules, and regulations.
- Lead or participate in college and district committees, task forces, and other work groups to further the goals and objectives of the department, college, and district.
- Provide and coordinate training in financial aid programs and services for high school staff, counselors, and other district staff as needed.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

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**Contact Information**

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

**Contact**

N/A

West Valley-Mission Community College District

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