

Financial Aid Specialist
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245819>

Downloaded On: Sep. 27, 2024 1:17am

Posted Sep. 26, 2024, set to expire Oct. 15, 2024

Job Title	Financial Aid Specialist
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Sep. 26, 2024
Application Deadline	10/15/2024
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

Salary: \$65,316.00 - \$80,330.00 Annually

Location: Districtwide, CA

Job Type: Permanent

Division: DO District Office

Job Number: 2024068

Closing: 10/15/2024 11:59 PM Pacific

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General Purpose

Under general supervision, performs technical duties related to the evaluation of student financial aid information; screens student financial aid applications and provides specialized program information, assistance and advice to students; performs student financial needs analyses, determines eligibility and packages awards in accordance with District policies and federal, state and local requirements; assists students, parents and the public in applying for financial aid services and programs; monitors student status and determines status of financial aid funds including overpayments; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Explains and assists students with understanding and completing financial aid applications and forms; interviews students regarding completeness and consistency of information and accuracy of a wide variety of financial aid forms and documentation including applications, transcripts, tax forms, and fee waivers; verifies student status and academic progress; explains deadlines and disbursement dates; refers students to other agencies as necessary to obtain required documentation.
2. Receives, analyzes and validates financial aid applications for eligibility; evaluates financial aid needs analyses using standard federal formulas for all available programs to determine Expected Family Contribution (EFC) in each case; determines eligibility and packages financial aid and scholarships, including Pell Grants, direct student loans, work study and supplemental educational opportunity grants.
3. Serves on committees to evaluate student financial aid appeals on a case-by-case basis; reviews and evaluates special circumstances and makes professional judgment adjustments to the data elements on the FAFSA, overrides a student's dependency status and determines and processes any changes in EFC necessary.
4. Coordinates or participates in assigned major financial aid programs, including scholarships, Dream Act, Federal Work Study, Direct Student Loans, Cal Grants, Chafee grants and other grant programs; masters the detailed technical knowledge and procedural requirements of each assigned program to serve as the program's in-house expert; assists with reconciliation of funds from various programs and identifies potential overpayments and adjustments.

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5. Runs reports, analyzes data and monitors student enrollment status, enrollment changes, courses taken/repeated and progress towards degree; identifies and assists in resolving academic progress issues that may affect aid; places administrative holds on financial aid due to failure to meet academic requirements; determines and processes financial aid overpayments, Return to Title IV funds (R2T4), post-withdrawal disbursements and adjustments to payments.
6. Conducts comprehensive audits of student financial aid files to verify completeness, accuracy and timeliness of all information and documentation supporting a student's financial aid status; identifies and assists in resolving compliance issues for required procedural or regulatory reporting, filing or submission.
7. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

1. Interacts with other departments and with state and federal programs on behalf of a student.
2. Presents and participates in financial aid educational workshops and outreach events.
3. Processes documentation and hiring paperwork for District and Federal work study students.
4. As assigned, provides work guidance to student aides; monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
5. Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Financial aid department services, goals, objectives, policies, procedures and practices and associated needs analysis and award packaging processes and procedures.
2. Federal, state and local financial aid programs and regulations.
3. Interviewing and consulting techniques.
4. Policies, objectives and technical aspects of financial aid programs and activities, including financial aid needs analysis and award packaging processes and procedures.

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5. Financial and statistical recordkeeping techniques.
6. Personal and financial issues/special circumstances of economically disadvantaged students.
7. District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
8. The Family Educational Rights and Privacy Act, Title IV and other state and federal laws and regulations and District rules, policies and procedures governing financial aid and applicable eligibility criteria including federal tax law, regulations, forms and schedules relevant to the position
9. District financial aid software applications.
10. Principles and practices of sound business communication including English usage, spelling and punctuation.
11. Standard business software including word processing, spreadsheet and database programs such as Access and SQL query development.

Skills and Abilities to:

1. Perform complex technical duties in support of financial aid programs and services.
2. Interpret, explain and apply complex federal, state and college guidelines, rules, regulations, policies, procedures and practices governing financial aid, veterans' benefits and scholarship programs.
3. Understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
4. Make determinations and apply professional judgment regarding eligibility for financial assistance based on established procedures and guidelines, ensuring consistency and a high degree of accuracy.
5. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
6. Maintain confidentiality of District and student files and records.
7. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
8. Communicate effectively, both orally and in writing.
9. Prepare clear, concise and accurate records, data entries, reports and other written materials.
10. Operate a computer and use standard business and third-party software and databases.
11. Represent the District effectively one on one and in a variety of group settings.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
13. Establish and maintain effective working relationships with all those encountered in the course of



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work.

EDUCATION AND EXPERIENCE

An associate degree in a relevant field, and two years of experience reviewing documentation and determining eligibility for financial aid or program participation; or an equivalent combination of training and experience. A bachelor's degree from an accredited college or university in education, finance, accounting, business administration, social work, counseling, psychology, communications, sociology, mathematics or another related field is highly desirable.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and to stand for long periods, and to lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Employees work under typical office conditions subject to frequent public contact and interruption; and intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will also include an online competency assessment (35% weight) and an oral interview assessment (65% weight). Of those achieving a passing score on the competency assessment only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.



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INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:

COMPETENCY ASSESSMENT: OCTOBER 18, **2024**

ORAL ASSESSMENT: OCTOBER 29, **2024**

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a districtwide Open-Competitive List. Using the same process, a separate Promotional List will be established, and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification districtwide for at least six months. **The current vacancy is with Fresno City College.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4669926/financial-aid-specialist>



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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

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