

Financial Aid Analyst
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249133>

Downloaded On: Nov. 19, 2024 3:17pm

Posted Nov. 18, 2024, set to expire Dec. 6, 2024

Job Title	Financial Aid Analyst
Department	Student Services
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Nov. 18, 2024
Application Deadline	12/06/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Accounting & Finance Administration - Other
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Job Description	

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Financial Aid Analyst

Rancho Santiago Community College District

Salary Range: Grade 11: \$61,300.66 - \$78,290.33

Job Type: Full Time

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CL24-01072

Location: Santa Ana, CA

Division: SAC Student Services

Closing: 12/6/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under general supervision and the direction of the Financial Aid Administrator, performs a variety of complex and technical duties involved in providing financial aid assistance for students; exercises independent judgment to develop and award student financial aid packages in accordance with prescribed procedures, policies, and regulations; provides technical assistance and information to students, parents, and staff concerning program requirements, state and federal guidelines and eligibility determination. **REPRESENTATIVE DUTIES**

Serves as a resource to students, parents and staff; responds to questions and provides technical expertise and assistance through appointments, email and workshops; assists students at the counter; trains and provides work direction to financial aid technicians and office staff; advises students regarding financial aid opportunities and eligibility requirements; explains complex rules, regulations and guidelines; keeps abreast of federal and state laws and policies which affect financial aid programs; performs file verification; accepts packets for review and processing; performs final documentation of files and supplemental forms for accuracy, consistency, and completeness; analyzes students' and parent's circumstances; determines eligibility; corresponds with students to explain problem resolution and eligibility status; reviews and corrects student aid reports; performs needs analyses; determines tolerance level, student budget, veteran's benefits, and total family contribution to determine financial need; awards federal grants, work study, loans, state grants and fee waivers; performs revisions and cancellations of disbursements; prints award letters; evaluates special circumstances to override dependency status of students; maintains accurate data for management information systems and electronic payment voucher reports; develops and conducts workshops; receives and processes loan applications; determines amount of borrowing eligibility; evaluates academic progress, student budgets, grade level eligibility, length of program, family contribution, and prorated loan amounts; responsible for institutional certification signature on loan applications; prepares award letters; prepares and recertifies loan checks in coordination with the student business office; reconciles expenditures of loan funds using accounting procedures and completes required

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reports; acts as a liaison for students between the guarantor and lenders; interprets and implements current regulations; maintains student default list; responsible for correspondence concerning delinquency and default status and grace period notification; performs related duties as required.

ORGANIZATIONAL RELATIONSHIPS

This classification reports to the designated administrator and directs the work of those assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: financial aid awarding and verification procedures, policies and regulations; state and federal regulations and guidelines concerning financial aid eligibility, application procedures, and program requirements; Electronic Needs Analysis System; use of a personal computer; operations, processes and activities of a college financial aid office; modern office practices, procedures, and equipment; interpersonal skills using tact, patience, and courtesy; financial and statistical record keeping techniques; oral and written communication skills; telephone techniques and etiquette; basic math; interview techniques and problem solving skills in a variety of sensitive situations. Ability to: maintain current knowledge of guidelines, regulations and application procedures for a variety of financial aid programs; review financial aid applications to verify accuracy and completeness; analyze documentation according to specifically prescribed guidelines; maintain complex records, files and documents; work effectively with a diversity of students with special needs; read, interpret, apply and explain rules, regulations, policies and procedures; communicate effectively and accurately with students and staff; perform a variety of tasks using independent judgment and decision making skills; establish and maintain cooperative and effective working relationships with other staff members; meet schedules and timelines; work independently with minimal supervision, prioritizing responsibilities; present workshops in an articulate and organized manner.

Job Qualifications

MINIMUM QUALIFICATION**Training and Experience**Any combination of training and/or experience equivalent to four years of college coursework in business, accounting, social services, student services or related field and two years of increasingly responsible financial aid related field experience, including training and electronic needs analysis systems, financial aid awarding and student advisement.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and

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portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIAApplication Screening Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

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- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Application ProceduresTo ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of EmploymentThe selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)



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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4730918/financial-aid-analyst>

Contact Information

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

Contact

Student Services

Rancho Santiago Community College District

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