

Director of Financial Aid
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255991>

Downloaded On: Apr. 21, 2025 10:40pm

Posted Apr. 21, 2025, set to expire Jun. 2, 2025

Job Title Director of Financial Aid
Department Financial Aid Office
Institution State Center Community College District
Fresno, California

Date Posted Apr. 21, 2025

Application Deadline 06/02/2025
Position Start Date Available immediately

Job Categories Director/Manager
Professional Staff

Academic Field(s) Administration - Accounting & Finance

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Job Description

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Director of Financial Aid

Salary: \$140,215.00 - \$172,447.00 Annually

Location: Reedley College, CA

Job Type: Permanent

Division: RC Student Services

Job Number: 2025019

Closing: 6/2/2025 11:59 PM Pacific

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General Purpose

Under general direction, plans, organizes, integrates, directs and manages the work of a Financial Aid department; ensures the efficient and equitable disbursement of scholarships and financial aid funds to students; determines department needs, formulates action plans and works with staff to deliver department services; provides expert professional assistance and guidance to college management on financial aid; 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.

- Plans, organizes, directs, controls, integrates and evaluates the work of the Financial Aid department; with managers and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to development of and monitors performance against the annual department budget; manages and directs development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Directs and manages the performance of managers and staff; directs and oversees the selection of managers and staff; establishes performance requirements and personal development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation; hears and acts on grievances; subject to concurrence by senior management and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Personnel Commission Rules, Board policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- Provides support to reporting managers and/or administrators regarding disciplinary actions and grievances; approves related decisions.
- With other members of senior management, participates in the development and implementation of District strategic plans, goals and objectives; leads and directs department staff in the development and application of new methodologies, technologies and business process improvements to achieve higher efficiency, productivity and customer service in department work

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processes.

- Through subordinate managers, directs, plans and ensures the timely, efficient and proper determination of student eligibility for financial aid, scholarships and grants; oversees the comparison of financial need with available financial aid and personally adjudicates the more complex and difficult financial aid and student account issues and appeals; interprets, explains and enforces policies, procedures and practices; provides technical direction to staff and information to students pertaining to Financial Aid rules, regulations, operational procedures and associated federal and state programs; reviews, develops and implements policies, procedures and practices.
- Directs the planning, coordination and development of annual outreach plans, financial aid in-reach and outreach workshops and community presentations; directs the planning of scholarship and donor recognition events.
- Reports changes and submits recertifications of the Program Participation Agreement (PPA) and Eligibility and Certification Approval Report (ECAR) to maintain institutional eligibility and compliance; oversees institutional responses to independent audits, internal audits and federal and state program reviews.
- Oversees the completion, submission and maintenance of federal, state and institutional reports including applications for federal funding and reports of the expenditures of funds allocated, such as the Fiscal Operations Report and Application to Participate (FISAP); liaisons with the Department of Education to ensure the college meets all regulatory requirements and to recover previously disbursed funds.
- Evaluates the impacts of current and proposed changes in laws, reporting regulations and academic policies and procedures and makes recommendations to District administrators and other colleges, departments and divisions; performs, prepares and presents program review and unit review; conducts studies and special projects.
- Consults and coordinates with the college and District information technology departments to define system requirements and upgrades of computerized financial aid management systems to ensure appropriate use and development of technology to support department functions; coordinates relevant activities with other departments such as EOPS, CalWORKS and the Bookstore.
- Interprets, applies and ensures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.
- Makes presentations to the Board of Trustees and to other board-level groups.
- Serves on District committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars; maintains liaison with federal, state, county and other agencies to answer questions, resolve problems, provide data, and interpret and apply changes in rules and regulations concerning financial aid.

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- Participates in shared governance processes and initiatives.
- 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

- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Advanced knowledge of federal, state and local financial aid programs and regulations and associated needs analysis and award packaging processes and procedures.
- Applicable federal, state and local laws, rules and regulations, including the Family Educational Rights and Privacy Act, California Education Code and Administrative Code provisions related to financial aid.
- Principles and practices of generally accepted accounting and auditing procedures related to federal Title IV financial aid.
- Community college curriculum, organization, operations, policies and objectives.
- District student recordkeeping practices, procedures and systems for processing and maintaining student information.
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic planning.
- Basic principles and practices of organizational improvement and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

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Skills and Abilities to:

- Plan, organize, manage, assign, delegate, review and evaluate the work of a large Financial Aid department and its operations.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Analyze and make sound recommendations on complex financial aid issues.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and implement appropriate procedures and controls and ensure the accuracy and security of student records.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Work collaboratively with other District directors and managers and provide expert advice and counsel to develop solutions to complex issues.
- Represent the District effectively in dealings with students, staff and other colleges.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's in education, finance, accounting, business administration or another related field and seven years of increasingly responsible experience in a college financial aid office, at least two of which were managing or supervising one or more specialty areas of financial aid; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

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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, the employees is 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. The employee is frequently required to walk and stand and to lift up to 10 pounds and occasionally 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, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex 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, students, 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.

The employee works under typical office conditions, and the noise level is usually quiet. 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

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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 oral interview assessment (65% weight) and a performance (written prompt) assessment (35% weight). Of those screened through, only the most qualified candidates, including ties, will be invited to the oral interview assessment and performance assessment. Passing score is 75% out of 100% on each assessment section..

INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:

ORAL INTERVIEW ASSESSMENT: JUNE 24 - 25, 2025

PERFORMANCE (WRITTEN PROMPT) ASSESSMENT: JUNE 24 - 25, 2025

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 Reedley College Competitive List. Using the same process, a separate Reedley College Promotional

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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 for **Reedley College for at least six months.**

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/4911470/director-of-financial-aid>

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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