

Associate Dean, Financial Aid
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=256680>

Downloaded On: May. 6, 2025 6:19pm

Posted May 6, 2025, set to expire Jun. 2, 2025

Job Title Associate Dean, Financial Aid
Department Enrollment and Support Services Division
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted May 6, 2025

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

Job Categories Dean

Academic Field(s) Administration - Other

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Job Description

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Associate Dean, Financial Aid

Rancho Santiago Community College District

Salary Range: Grade D: \$158,254.35 - \$212,075.96

Job Type: Full Time

Job Number: AC25-01174

Location:

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Santa Ana, CA

Division: SAC Enrollment and Support Services Division

Closing: 6/2/2025 5:00 PM Pacific

POSITION DETAILS

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 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, the 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.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

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About the Position

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, classified staff, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will foster an inclusive and collaborative institutional culture that engages and supports faculty, classified staff, and students in achieving the college's mission and goals. The candidate should demonstrate the ability to lead and manage teams effectively while addressing the unique needs of diverse individuals within the organization. They should exhibit sensitivity, equity-mindedness, and a commitment to anti-racism in their decision-making and interactions. Through strategic leadership and inclusive practices, they will empower students to reach their educational and career aspirations while ensuring faculty and classified staff are supported in fostering a creative, confident, and thriving community college environment.

General Responsibilities

Responsible for the administration, management, supervision, leadership and direction of the district's Student Financial Assistance Programs, and the Financial Aid staff. Administers federal, state, and local financial aid programs and the college financial aid office. This position reports to the Dean of Student Development, supervises the Financial Aid Department staff, and works cooperatively with the following departments: Accounting, Information Technologies Services; Student Business Office, Counseling, EOPS; and Scholarships.

Specific Responsibilities

Is the designated official for the college district in charge of all federal and state student financial aid programs and as such certifies that the college district is in compliance with all federal and state regulations and laws governing the administration of student financial assistance programs; compiles and submits required reports to the Department of Education and the state Chancellor's Office; administers the federal grant, loan, work study programs; administers the state fee waiver and Cal Grant programs; advises senior management regarding federal mandates, implementation updates and compliance factors; prepares and submits annual applications for financial aid funds; directs the implementation of electronic automated systems and the purchase of required equipment and software; coordinates with Information Technologies Services in the compilation and submission of required student aid reports; oversees the appropriate accounting and proper disbursement of student aid; establishes awarding and tracking procedures in compliance with federal and state regulations;

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oversees the accuracy and effectiveness of student awards prepared by financial aid staff; approves all student aid awards and denials of awards to eligible students; assures proper documentation of records for federal and state audit purposes; administrates, manages, and directs employees assigned to the financial aid office; conducts regular evaluations of employees; manages the hiring of new staff; directs and handles student financial aid appeals and inquiries; articulates needs of low income students to college officials; assists staff and faculty with students in need; conducts routine program reviews and evaluates all aspects of departmental operations on a regular basis.

Essential Functions

Maintains the daily administrative duties of the financial aid office by directing and supervising staff, delegating and monitoring assignments, formulating procedures, reviewing and implementing regulations, serves as the official representative for the college district with the federal Department of Education for all federal financial aid programs and with the state of California for all state financial aid programs, oversees compliance with federal and state financial aid procedures and reports maintained and generated by other college offices.

QUALIFICATIONS

Required Skills and Qualifications

Possession of a master's degree; and one year of formal training, internship, or leadership experience reasonably related to college-level student financial assistance programs.

Thorough knowledge of: federal and state laws and regulations governing student aid programs; needs analysis and awarding procedures; electronic processing and other automated computer systems related to student financial aid programs; federal and state audit procedures and requirements; human resources management skills; statistical and financial management procedures, recordkeeping and report writing; student support services delivery systems and their implementation; business office principals and procedures; supervision and training principles for office workers.

Ability to: comprehend, develop and implement financial aid policies and procedures based upon regulations, technical written materials and administrative guidelines; program and retrieve data using computerized financial aid packages; advise college officials of regulations, requirements, and reporting obligations; remain informed and communicate actual and proposed changes in regulations to senior level management; understand and apply changing policies, procedures, and guidelines; development and oversee essential technical training of staff and college officials regarding regulations, processing, and other requirements; understand and communicate with a wide variety of students, including those with special problems; write and speak effectively; conduct accurate, complex

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mathematical computations; compile statistical reports; make program and procedural analyses; hire, train, supervise and evaluate financial aid department staff; handle appeals appropriately and effectively; maintain records and documentation subject to external audit; represent and interpret the financial needs of students to college personnel.

Additional Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District 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. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

Application Screening

In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Education experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.

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5. Community involvement.
6. Demonstrated experience in working with a diverse socio-economic community.
7. Demonstrated ability to work cooperatively with others.

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:

- 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.

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 Employment

The 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)
- 4.

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Submit official transcripts.

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.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4928043/associate-dean-financial-aid>

Contact Information

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

Contact

Enrollment and Support Services Division
Rancho Santiago Community College District

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