

**FINANCIAL AID COORDINATOR**  
**San Jose/Evergreen Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=261902>

Downloaded On: Sep. 4, 2025 7:28am

Posted Sep. 2, 2025, set to expire Sep. 14, 2025

**Job Title** FINANCIAL AID COORDINATOR  
**Department** Staff  
**Institution** San Jose/Evergreen Community College District  
San Jose, California

**Date Posted** Sep. 2, 2025

**Application Deadline** 09/14/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

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

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**Job Description**

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**FINANCIAL AID COORDINATOR**

**San Jose/Evergreen Community College District**

**Close/First Review Date:**09/14/2025

**Work Location:** San Jose City College

**Position Description:**

**POSITION SUMMARY**

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The Financial Aid Coordinator reports to the Director of Financial Aid at San Jose City College. The work schedule is 12 months per year; 40 hours per week; Monday - Friday; 8:00 a.m. - 5:00 p.m.

This position is represented by CSEA (California School Employees Association), Chapter 363.

### **POSITION PURPOSE**

Under the direction of Financial Aid administrator, serve as the lead classified employee in the Financial Aid Office; respond to problems, concerns and activities associated with students, staff and department employees. Work with assigned administrator to assign and review the work of staff, responsible for the technical and operational services in the Financial Aid Office; monitor and participate in the work of the office.

### **DISTINGUISHING CHARACTERISTICS**

The Coordinator is the fourth and senior-level in a Financial Aid career path. This classification differs from Financial Aid Specialist III in the significantly higher level of responsibility and direction expected to be provided. The Financial Aid Coordinator will be expected to lead the office under general direction and with minimal supervision from the Financial Aid administrator. The Coordinator is expected to make decisions on a higher-level line of authority, utilizing independent judgment and initiative.

### **DUTIES AND RESPONSIBILITIES**

1. Assist in planning, organizing and coordinating the day-to-day operations with financial aid staff to ensure efficient delivery of services to students and the college community.
2. Provide detailed information to students, parents, faculty and staff regarding financial aid processes, types of aid, etc.
3. Determine and monitor student eligibility for Federal, State and campus-based aid programs, including Satisfactory Academic Progress calculations and appeals.
4. Reconcile financial aid program funds internally and with college and District Fiscal Services on a regular basis.
5. Coordinate with District ITSS to provide technical solutions regarding the campus/district financial aid systems and assist as needed in the day-to-day usage; test and practice patches and updates in

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collaboration with ITSS.

6. Participate in the hiring of hourly or student employees. Coordinate and lead implementation of new procedures.

7. Conduct financial aid workshops and orientations including but not limited to: Student Loan Orientation, Federal Work Study Orientation and Satisfactory Academic Progress Workshops.

8. Participate in student imitative programs in collaboration with various program partners.

9. Explain and interpret District policies and procedures. Recommend and assist in the implementation of goals, objectives, policies and procedures.

10. Interpret, implement, and maintain up-to-date knowledge of Federal and State guidelines governing financial aid programs. Prepare, implement, and revise policies and procedures, as necessary, to comply with changes in State and federal laws.

11. Provide support to Financial Aid Office using Federal and State agency online data management systems to troubleshoot student and college record management issues.

12. Work with assigned administrator to collect, analyze and take action based on Financial Aid student data. Prepare reports on operations and activities as assigned.

13. Conduct assessment of student needs including monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures. Evaluate office procedures related to student service and make recommendations to assigned administrator accordingly.

14. Perform other duties reasonably related to the job classification.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

1. Federal, State and local student financial aid programs regulations and guidelines.

2. Financial barriers for low-income students/families.

3. Federal and State financial aid applications and associated information.

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4. Federal and State electronic communications and reporting requirements.
5. Common office productivity software and financial aid specific software.
6. General policies and procedures for a financial aid Office.
7. Public speaking principles and techniques.
8. Research methods and techniques.
9. Statistical analysis methods.
10. Record-keeping techniques.
11. Basic accounting practices procedures and terminology.
12. Principles and practices of administration, supervision and training.
13. Correct English usage, grammar, spelling, punctuation and vocabulary.
14. Oral and written communication skills.

**Skills and Ability to:**

1. Understand and follow oral and written instructions.
2. Interpret, apply and explain policies, procedures and regulations regarding financial aid programs.
3. Exercise sound judgment in reviewing and screening applications for financial aid when determining eligibility and evaluating special circumstances.
4. Operate office machines including a computer and applicable software.
5. Analyze situations accurately and adopt an effective course of action.
6. Perform business math computations and maintain accurate financial records.
7. Prepare and deliver oral presentations and a variety of correspondence.

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8. Read, interpret and explain statistical data, technical procedures and governmental regulations.
9. Research, analyze and evaluate service delivery methods and techniques.
10. Train and provide direction to personnel.
11. Assign and review the work of others.
12. Communicate effectively both orally and in writing.
13. Establish and maintain cooperative and effective working relationships with and effectively serve students.

**Required Qualifications:**

**EDUCATION AND EXPERIENCE**

1. Associates degree from an accredited institution.
2. Four years of increasingly responsible experience in a related position including at least 3 years of experience working directly in the administration of Financial Aid.

**Desired Qualifications:**

**Districts Diversity Requirements**

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

**Salary Range:**

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\$82,545 - \$100,761 Annual Salary (Range 96: Classified Salary Schedule Fiscal Year 2025-2026). Starting placement is generally at Step 1.

**Benefits:**

In addition to the salary, this position qualifies for the choice of one of the Districts excellent Health Benefits and Welfare plans, which the premium cost is 100% paid by the District for the employee and their eligible dependents, and one health plan costing an estimated \$60,000 for the District for fiscal year 2025-2026. We offer two medical plans (Anthem Blue Cross [PPO] and Kaiser Permanente (HMO)); dental (Delta Dental PPO); vision (VSP Choice); life insurance for the employee (The Hartford); life insurance for eligible dependents (The Hartford); a long term disability/income protection plan (The Hartford); and an employee assistance plan (Anthem EAP).

In addition, the District contributes an additional 26.81% of the employees salary towards an eligible employees pension (CalPERS).

Employees may also elect to participate in optional plans including purchasing additional life insurance for themselves and their eligible dependent(s); enroll in a medical, transportation, and/or dependent care Flexible Spending Account(s) (with the \$4 monthly administrative fee paid by the District); and set pre-taxed dollars aside to supplement their pension in a 403b (tax shelter annuity) and/or a 457 (deferred compensation) plan(s).

Classified employees also earn 10 to 22 days per year of vacation (based on years of service), and up to 12 sick leave days (pro-rated for less than full-time positions). There are currently 20 paid holidays.

**To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>**

**About San Jose/Evergreen Community College District**

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse

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student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

**Contact Information**

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

**Contact**

Staff

San Jose/Evergreen Community College District

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