POSITION PURPOSE

Reporting to the Vice President of Student Services, provides students with available government and private funding sources while maintaining a high level of quality and integrity so as not to create institutional liability. Plans, coordinates, evaluates, and implements all financial aid activities to ensure timely evolution of student eligibility and timely distribution of financial assistance to students who otherwise might not be able to attend college.

NATURE and SCOPE

The Director of Financial Aid and Scholarship supervises the Assistant Financial Aid Officer, Financial Aid Assistant, Secretary, part-time Casuals and Student employees.

This position is responsible for policy, procedural, supervisory and budgetary decisions.

KEY DUTIES and RESPONSIBILITIES

1. Develop a system to process federal and state applications in accordance with federal and state regulations to determine eligibility of student applicants for a variety of federal and state funding sources.

2. Direct and monitor the receipt of federal and state funds for distribution to students.

3. Direct loan programs to include meaningful entrance and exit counseling, proper billing and effective collection activities, and occasional legal actions to effect collections.

4. Develop a work-study personnel system that keeps job descriptions current and accessible to the broadest college community.

5. Develop scholarship programs, which includes interacting with current and prospective donors, receiving funds, advertising criteria, assisting students, selecting recipients, and notifying and disbursing funds.

6. Represent the college in its public obligations of reporting information regarding its financial aid program to ensure taxpayers, elected officials or their agents, of appropriate handling of public funds.

7. Participate in college-wide, district-wide or professional groups.

EMPLOYMENT STANDARDS

Knowledge:

1. Technical functions.

2. Title IV of Federal Regulations, federal and state tax laws, and bankruptcy laws.

3. California Chancellor’s Office program regulations.
4. District personnel policies and policies regarding sexual harassment.
6. Americans with Disabilities Act (ADA).
7. Immigration and Naturalization Service categories of citizens, residents and visas.
8. Social Services Agency.
9. EDE and related software preferred.
10. Business management, leadership, supervision.
11. Principles and practices of higher education organization and structure.

**Skills and Abilities:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.
3. Team leadership and decision-making.
4. Leadership / Management / Supervisory.
5. Analytical ability.
6. Organizational / Time management / Problem Solving.
7. Presentation Skills.

**Education and Experience:**

1. Bachelor Degree in a related field.
2. 3 years of formal training, internship related to this position.
3. Community College experience or equivalent.
4. Experience working with legislators and legislative committees.

**Working Conditions:**

Typical office environment