

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Financial Aid Officer

Unit: Supervisory and Professional

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Job Code: D1218
Original Date: 07/1989
Last Revision: 07/2013
Staff Type: Classified
FLSA status: Exempt
Salary Range: 12

DEFINITION

Under the general supervision of an assigned supervisor or manager, plan, organize, coordinate, implement, and direct a comprehensive financial aid program for an assigned campus; may supervise other student services functions, such as placement or veterans; train, supervise, and evaluate assigned staff.

EXAMPLE OF DUTIES

1. Plan, develop, coordinate, implement and supervise financial aid programs based on Credit Hours and Clock Hours; may supervise other student services functions, such as placement or veterans.
2. Advise and assist students throughout the financial aid application process.
3. Supervise and train assigned employees; appraise performance; provide for technical direction and guidance; make employment and transfer recommendations.
4. Interpret and implement federal and state guidelines with respect to programs served; prepare information about programs for students and the general public.
5. Work closely with other student services and student assistance personnel to coordinate programs and assure proper communication and compliance with district policies and procedures.
6. Monitor financial aid and other assigned programs to assure compliance with federal and state guidelines, including individual student eligibility.
7. Prepare policy and procedure manuals to cover the conduct of the program supervised; review and evaluate program regarding its impact on the success and retention of students served.
8. Prepare the overall budget for financial aid and prepare applications for grants as necessary; assist in the preparation of formal applications for government and private funds based on applicable demographic, financial, and personal considerations.
9. Monitor status of funds available for assigned programs; prepare budgets and disbursement program guidelines.
10. Oversee work-study program, including student application, placement, and evaluation.
11. Plan and implement outreach program and develop related publications.
12. Attend workshops and seminars to keep abreast of current Financial Aid rules and regulations.
13. Represent the financial aid program to district-level student services specialist; serve on district-wide committees regarding financial aid policies and practices.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of State Education Codes.
- Computers and related software, including automated financial aid systems.
- Culture, practices, and views of various minority groups.
- District organization, operations, policies, and objectives.
- Fundamentals of accounting, budgeting, and fiscal reporting.
- Laws, regulations, and policies governing financial aid programs.
- Modern office practices, procedures, and equipment.
- Oral and written communications skills.
- Principles and techniques of interviewing.
- Principles and techniques of training and supervision.
- Problems encountered by economically disadvantaged students.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze the impact of new laws and regulations on the verification, implementation, and delivery of funds to eligible students.
- Analyze, monitor, and convert semester credit offerings to clock hour vocation credit when determining aid eligibility, awards, and payments
- Communicate effectively with others.
- Develop and implement operating procedures in accordance with legal guidelines.
- Establish and maintain effective working relationships with others.
- Exercise sound judgment in reviewing and screening applications for grants, loans, and scholarships to determine eligibility.
- Maintain records and prepare reports.
- Operate a variety of office equipment, including computers and related software.
- Read, interpret, and apply provisions of federal, State, and local rules and regulations pertaining to financial aid programs.
- Train and supervise personnel.

Training and Experience:

- Any combination of training and experience equivalent to: completion of a Bachelor's degree majoring in business administration or related subject area and six years business experience including three years of administrative or supervisory experience in a financial aid program.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.