

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Senior Financial Aid Officer

Unit: Management

Page: 1 of 2
Job Code: C3550
Original Date: 01/1994
Last Revision: 01/1994
Staff Type: Classified
FLSA status: Exempt
Salary Range: 14

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

The Senior Financial Aid Officer will maintain overall responsibility for the Financial Aid function at a District site, which supports both a college and a continuing education program. Incumbents in this classification will be responsible for two mutually exclusive Financial Aid programs, one based upon Clock Hours and one based upon Credit Hours serving more than 6,000 students per year. Incumbents in the Financial Aid Officer classification are responsible for either a Clock Hour or a Credit Hour program.

EXAMPLE OF DUTIES

1. Plan, develop, coordinate, implement and supervise the programs and delivery of services for the financial aid functions and other student services functions, such as placement or veterans, of assigned campuses.
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 student consumers 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 programs 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; prepare formal reports for government agencies; 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. Plan and implement grant, loan and work study programs using automated financial aid system SAM (Student Aid Management) for assigned campuses.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Fundamentals of accounting, budgeting and fiscal reporting.
- Laws, regulations and policies governing financial aids programs.
- Principles and techniques of interviewing.
- Awareness of problems countered by economically disadvantaged students.
- Principles and techniques of training and supervision.
- Culture, practices and views of various minority groups.
- District organization, operations, policies and objectives.
- Technical aspects of field of specialty.
- Applicable sections of State Education Codes.
- Oral and written communications skills.

Skills and Abilities:

- Read, interpret and apply provisions of federal, state and local rules and regulations pertaining to financial aid programs.
- Exercise sound judgment in reviewing and screening applications for grants, loans and scholarships to determine eligibility.
- Train and supervise personnel.
- Maintain records and prepare reports.
- Communicate effectively with others.
- Establish and maintain effective working relationships with others.
- Develop and implement operating procedures in accordance with legal guidelines.

Training and Experience:

- Any combination of training and experience equivalent to: completion of college majoring in business administration or related subject area and six years business experience including three years of administrative or supervisory experience in a financial aids programs.

WORKING CONDITIONS

Physical Requirements:

- Category III

Environment:

- Favorable, usually involves an office.