

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Senior Financial Aid Officer

Unit: Management

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Job Code: C3550
Original Date: 01/1994
Last Revision: 02/2018
Staff Type: Classified
FLSA status: Exempt
Salary Range: 14

DEFINITION

Under the general supervision of an assigned supervisor or manager, 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. 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 of assigned campuses and 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 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 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 programs 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 staff; serve on districtwide committees regarding financial aid policies and practices.
- 14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, and objectives.
- Fundamentals of accounting, budgeting and fiscal reporting.
- Laws, regulations, and policies governing financial aid programs.
- Oral and written communications skills.
- Principles and techniques of interviewing.
- Principles and practices of training and supervision.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Technical aspects of field of specialty.

Skills and Abilities:

- 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.
- Interpret, explain, and apply provisions of federal, State, and local rules and regulations pertaining to financial aid programs.
- Maintain records and prepare reports.
- Use computer applications, including word processing, spreadsheets, and databases.
- Supervise and train assigned staff.

Training and Experience:

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

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.