

PERALTA COMMUNITY COLLEGE DISTRICT - February, 2012

CLASSIFIED MANAGEMENT JOB DESCRIPTION

**DIRECTOR OF FINANCIAL AID
(Management Salary Range 3)
Job Code: 753**

CLASS PURPOSE

Under the direction of the Vice Chancellor for Student Services, the Director of Financial Aid is responsible for the development, direction, supervision, compliance and evaluation of the Districtwide Financial Aid Program and also manages and administers the comprehensive Financial Aid Plan (FAP) for Peralta's four colleges.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinates and implements appropriate financial aid policies and procedures for the District;
- Sets performance standards and goals for the Districtwide Financial Aid Program;
- Responsible for administration of all Federal and state financial aid grants, Board of Governors Grant and fee waivers, college work-study, student loan management, and Financial Aid outreach;
- Provides guidance and training for District and College financial aid personnel including areas such as current and updated regulations, appropriate and current use of technology resources, and skills for a strong multicultural customer service environment;
- Ensures appropriate cross training is provided, as needed;
- Provides on-going technical infrastructure support as needed;
- Works directly with Financial Aid System programmer to ensure system integrity and integration;
- Provide leadership in the development and implementation of new or updated financial aid systems in cooperation with the Information Technology Department;
- Assures that District policy and procedures are consistently applied in processing student files;
- Responds to audit findings, and Federal and State reports that impact the Financial Aid Program (BFAP, FISAP and MIS); assist in responding to audit exceptions;
- Evaluates effectiveness of student Financial Aid Programs and staff, develops and implements changes as needed, and ensures that each Financial Aid Office is in compliance with Federal and State regulations and following the District's guidelines;
- Serve as hiring manager for temporary and permanent financial aid positions;

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- Direct, supervise, and evaluate financial aid staff;
- Represent the Financial Aid Office and the District at administrative and professional meetings, as required, including participation in local, state and national financial aid associations;
- Interprets and explains rules, regulations, policies and procedures related to student financial aid to other administrators, faculty, staff, students, and the community, as needed;
- Supervises the operation of the Districtwide Financial Aid Program;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor Degree from an accredited college or university in one of the social sciences, behavioral sciences, business, public administration, or a related field, and five (5) years of experience involving planning, organizing, administering, coordinating or promoting of programs or projects in financial aid, including one (1) year in a supervisory position; or an equivalent combination of training, education and experience which demonstrates an ability to perform the duties of the position.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Principles of program planning, management, administration and budget preparation
 - Regulations, guidelines and policies for federal, state and district funded financial aid programs
 - Planning, organization, administration and evaluation of projects or programs
 - Needs analysis, uniform methodology, packaging and awarding concepts and procedures
 - The Financial Aid SAFE System and/or experience with other financial aid software
 - Working in a California Community College setting.
- Ability to:
 - Lead, train, and evaluate program personnel
 - To work cooperatively with other college and district personnel

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to

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enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13