

PALOMAR COMMUNITY COLLEGE DISTRICT

DIRECTOR, FINANCIAL AID & SCHOLARSHIPS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Plan, organize, coordinate and direct the District's federal and state financial aid services and scholarship program; authorize financial aid packages and assure compliance with federal and state program requirements.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Director of Enrollment Services and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following.

1. Plan, organize, direct and control the District's federal and state financial aid programs; interpret, implements and maintain current knowledge of federal and state guidelines concerning the financial aid program including the impact of other benefits for Veterans, Handicapped, TANF parents, social security recipients and others.
2. Develop and implement policies and procedures concerning the operation of the financial aid program; revise as necessary to comply with changes in federal and state laws.
3. Develop procedures necessary to determine financial aid need and to properly package applications for financial aid; analyze applications and verify eligibility in compliance with applicable federal and state regulations.
4. Prepare quarterly and annual reports for government and private funds based on applicable demographic, financial and personal considerations; prepare and verify expenditure reports required by federal and state agencies.
5. Monitor status of program funds; prepare budgets and disbursement program guidelines; account for proper expenditure of financial aid funds.
6. Review correspondence from students with special circumstances and resolve as appropriate; interview and advise students regarding financial aid matters; conduct student appeals as appropriate; forward unresolved appeals to the Financial Aid Advisory Committee; determine proper course of action as final appeal for financial aid awards.
7. Manage District's outreach activities relating to financial aid and scholarships.

PALOMAR COMMUNITY COLLEGE DISTRICT
Director, Financial Aid and Scholarships (*Continued*)

8. Manage financial aid orientation sessions and semester-length financial aid course.
9. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures; supervise staff at remote locations.
10. Plan and control the District's scholarship program to assure awarding of scholarship consistent with applicable requirements.
11. Establish, implement and manage financial aid computer information system used in student needs analysis, awards and records maintenance; troubleshoot problems and resolve with information services personnel; manage student email system and e-services.
12. Coordinate with a variety of other departments to assure timely processing of financial aid and to disseminate program information; verify fund balances and academic standing; confer with information services personnel regarding financial aid software.
13. Prepare a variety of complex statistical and narrative reports; assure the maintenance of accurate financial aid records and files.
14. Provide financial aid application process to feeder high schools as appropriate; create and disseminate student financial applications, notices, publications and other information.
15. Attend a variety of meetings, workshops and conferences; represent the District to other educational institutions and community organizations and agencies.
16. Participate in shared governance through service on planning and/or operations committees and task forces.
17. Perform other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Fundamental accounting and fiscal reporting procedures and practices.
- Technical aspects of field specialty.
- Principles and techniques of interviewing.
- Personal and financial problems of economically disadvantaged students.
- Financial aid needs analyses.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

PALOMAR COMMUNITY COLLEGE DISTRICT
Director, Financial Aid and Scholarships (*Continued*)

Ability to:

- Plan, coordinate, organize and direct the District's financial aid and student placement programs.
- Read, interpret, apply and explain pertinent provisions of federal and state regulations.
- Effectively relate to socially disadvantaged students.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Five years experience in a community college setting including two years of administrative and supervisory responsibility.

Education/Training:

Equivalent to a Master's degree from an accredited college or university with major coursework in related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel to out of state workshops and conferences.