

PALOMAR COMMUNITY COLLEGE DISTRICT

FINANCIAL AID & SCHOLARSHIPS SERVICES COORDINATOR

*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

Under the general direction of the Director of Financial Aid & Scholarships, coordinate the work of the Financial Aid & Scholarship personnel: assist with and perform clerical and technical duties assigned by the Director; and perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Financial Aid & Scholarships.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Coordinates the day-to-day operation activities of the Financial Aid Office.
2. Establishes and coordinates front counter and phone inquiries work schedule.
3. Maintains and updates the office's SARs GRID for all staff personnel.
4. Reviews and processes monthly staff timesheets and faculty payroll reports for Director review and signature.
5. Maintains and processes all Cal Card purchases.
6. Maintains, monitors, and processes all departmental budget activities that include: purchase requisitions, budget and expenditure transfers, reconciliation of accounts, mandatory reports, tracking of payroll and benefit expenditures.
7. Coordinates and processes all training activities for staff personnel and staff meetings.
8. Coordinates, prepares and monitors the schedule and employment of faculty for the Financial Aid Orientation and COUN 49 course.
9. Serve as the office's liaison with the Fiscal Office.
10. Coordinate all financial aid information activities on and off campus

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11. Serve as a technical resource for more difficult questions concerning Financials and Student Financials and Research
12. Assist the Director in the preparation of mandated operation reports, monthly, quarterly and annually.
13. Process Student Financial Aid appeals request under direction from the Director of Financial Aid & Scholarships

QUALIFICATIONS:

Knowledge of:

Legal requirements relating to state and local fiscal and budget items.
Regulations on state and federal financial aid programs
SARsGRID
Peoplesoft Student Financial Aid and Financials
Office procedures and equipment management, filing systems and telephone techniques.
Use modern office computer applications.

Ability to:

Train and direct the department's workflow.
Interpret and apply state and local rules, regulations and policies governing fiscal and budgetary item and state and federal financial aid programs.
Analyze situations accurately and adopt an effective course of actions.
Communicate effectively, both verbal and written to students, staff, faculty and community.

Experience and Education/Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. In most cases the background required would be:

Experience:

Three years of increasingly responsible experience in an office operation environment at a postsecondary educational institution or other appropriate industries.
One year of financial aid experience.

Training:

College level coursework, training or workshops in accounting and business administration, and computer related topics.

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WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with students and faculty.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard; near visual acuity to read computer screens, files and records.