

FINANCIAL AID SPECIALIST I
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=233006>

Downloaded On: May. 9, 2024 5:44am

Posted Mar. 15, 2024, set to expire May 22, 2024

Job Title FINANCIAL AID SPECIALIST I
Department Staff
Institution San Jose/Evergreen Community College District
San Jose, California

Date Posted Mar. 15, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Financial Aid

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Job Description

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FINANCIAL AID SPECIALIST I

San Jose/Evergreen Community College District

Close/First Review Date:03/31/2024

Campus Location: San Jose City College

Position Description:
POSITION SUMMARY

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The Financial Aid Specialist I reports to the Director of Financial Aid at San Jose City College. The work schedule is 12 months per year; 40 hours per week; Monday - Thursday; 8:30 a.m. - 5:30 p.m. and Friday; 8:00 a.m. - 5:00 p.m.

The Financial Aid Specialist I position is grant funded and contingent upon yearly funding.

This position is represented by CSEA (California School Employees Association), Chapter 363.

POSITION PURPOSE

Under the direction of Financial Aid administrator, interview and assist students applying for financial aid; preliminarily assess financial need and provide students with an overview of requirements for program eligibility for work study, loans, grants and scholarships.

DISTINGUISHING CHARACTERISTICS

The Financial Aid Specialist I performs a variety of tasks involved in assisting students who apply for financial aid. Incumbents typically assist students at the counter or by phone in applying for various financial aid programs and assist other Specialists while learning financial aid programs. This differs from the Financial Aid Specialist II in that the latter serves in a specialized capacity for computer systems and/or specific program management.

DUTIES AND RESPONSIBILITIES

1. Assist students in applying for various types of Federal, State and other financial aid programs and resources; interview students at the counter and assist students in completing financial aid applications.
2. Verify application information and supporting documentation using predetermined methods; identify financial need as required; assure completeness of documents at counter.
3. Explain Federal, State and District regulations, requirements, policies and procedures with regard to a wide range of financial aid programs to students, faculty and staff.
4. Identify financial needs of students, faculty and staff and direct them to appropriate resources on campus and online materials.
5. Assist in performing needs analysis; direct students to online award letters using institutional

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software.

6. Evaluate and determine fee waivers based on student eligibility.
7. Maintain current knowledge of State and Federal financial aid programs; attend meetings, workshops and conferences regarding changes in eligibility requirements, application procedures and related issues.
8. Prepare and maintain a variety of records, files, and reports related to financial aid activities; may assist in compiling and maintaining statistical data for inclusion in State and Federal reports.
9. Assist other Financial Aid Specialists on specific programs as assigned.
10. Operate a variety of office equipment and machines including computers, peripheral equipment, calculators and copiers
11. Perform other duties reasonably related to the job classification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Federal, State and local student financial aid programs regulations and guidelines.
2. Financial problems encountered by college students and parents.
3. Financial and statistical record-keeping techniques.
4. Modern office practices, procedures and equipment.
5. Correct English usage, grammar, spelling, punctuation and vocabulary.
6. Oral and written communication skills.

Skills and Ability to:

1. Work with students/parents from a variety of diverse backgrounds and cultures.

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2. Learn rules, regulations, procedures, policies and functions of Federal, State and District financial aid programs.
3. Read, interpret, apply and explain policies, procedures and regulations regarding financial aid programs.
4. Determine eligibility for financial aid through need analysis.
5. Operate office machines including a computer and applicable software.
6. Must be able to perform business math computations and maintain accurate financial records.
7. Work independently with little direction.
8. Communicate effectively both orally and in writing.
9. Establish and maintain cooperative and effective working relationships with and effectively serve students.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Graduation from high school supplemented by college course work in business, accounting, social services or related field.
2. Two years of increasingly responsible clerical experience involving financial record-keeping and public contact in a services-oriented environment.

Desired Qualifications:

1. Bilingual abilities, desirable.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills

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to do so.

Salary Range:

\$57,171 - \$69,861 Annual Salary (Range 66: Classified Salary Schedule Fiscal Year 2023-2024).
Starting placement is generally at Step 1.

Benefits:

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, 12 sick leave days and 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

San Jose/Evergreen Community College District

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