

Financial Aid Outreach Specialist
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=144132>

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Posted Jul. 8, 2020, set to expire Nov. 3, 2020

Job Title	Financial Aid Outreach Specialist
Department	District Wide
Institution	San Diego Community College District San Diego, California
Date Posted	Jul. 8, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Financial Aid
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Job Description

Financial Aid Outreach Specialist

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

Financial Aid Outreach Specialist San Diego Community College District

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FUNCTION:

Under the direction of an assigned supervisor, provide assistance, counsel and information to students, faculty, staff, and the public, concerning financial aid programs and requirements; distribute specialized information to potential students on available financial aid programs.

Click

[url=https://apptrkr.com/get_redirect.php?id=1948383&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified%20Employees/Financial%20Aid%20Outreach%20Specialist.pdf]here for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities:

REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:

Knowledge of federal and state regulations and guidelines concerning student financial aid programs and general principles of successful outreach; ability to communicate effectively both orally and in writing; interpersonal skills using tact, patience and courtesy. Experience involving interpretation and application of rules and regulations, preferably in a financial aid program. Valid California drivers license.

Qualifications:

TYPICAL DUTIES INCLUDE:

- * Explain federal and state regulations and guidelines concerning student financial aid programs.
- * Provide assistance, counsel and information to students, faculty, staff, and the public, concerning financial aid programs and requirements.
- * Assist in the development, preparation and distribution of informational material pertaining to the financial aid program.
- * Resolve complaints and problems related to financial aid programs, policies and student eligibility.
- * Research, collect and compile data for reports.

Desired Qualifications:

Licenses:



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Pay Information:

Click

[url=https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA] for the hourly pay rate.

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All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

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

Contact

District Wide

San Diego Community College District

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