

TEMPORARY Financial Aid Specialist  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243427>

Downloaded On: Oct. 28, 2024 10:20am

Posted Aug. 21, 2024, set to expire Jul. 23, 2025

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|-----------------------------|---|
| <b>Job Title</b>            | TEMPORARY Financial Aid Specialist                                    |
| <b>Department</b>           |   |
| <b>Institution</b>          | State Center Community College District<br>Fresno, California         |
| <b>Date Posted</b>          | Aug. 21, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Classified Staff  |
| <b>Academic Field(s)</b>    | Financial Aid   |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5545282">https://apptrkr.com/5545282</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

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**TEMPORARY Financial Aid Specialist**

**Salary:** \$31.40 - \$38.62 Hourly

**Location:** Districtwide, CA

**Job Type:** Temporary

**Division:** DO District Office

**Job Number:** 202400216-T

**Closing:**

**General Purpose**

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Under general supervision, performs technical duties related to the evaluation of student financial aid information; screens student financial aid applications and provides specialized program information, assistance and advice to students; performs student financial needs analyses, determines eligibility and packages awards in accordance with District policies and federal, state and local requirements; assists students, parents and the public in applying for financial aid services and programs; monitors student status and determines status of financial aid funds including overpayments; and performs related duties as assigned.

### **Essential Duties & Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Explains and assists students with understanding and completing financial aid applications and forms; interviews students regarding completeness and consistency of information and accuracy of a wide variety of financial aid forms and documentation including applications, transcripts, tax forms, and fee waivers; verifies student status and academic progress; explains deadlines and disbursement dates; refers students to other agencies as necessary to obtain required documentation.
2. Receives, analyzes and validates financial aid applications for eligibility; evaluates financial aid needs analyses using standard federal formulas for all available programs to determine Expected Family Contribution (EFC) in each case; determines eligibility and packages financial aid and scholarships, including Pell Grants, direct student loans, work study and supplemental educational opportunity grants.
3. Serves on committees to evaluate student financial aid appeals on a case-by-case basis; reviews and evaluates special circumstances and makes professional judgment adjustments to the data elements on the FAFSA, overrides a student's dependency status and determines and processes any changes in EFC necessary.
4. Coordinates or participates in assigned major financial aid programs, including scholarships, Dream Act, Federal Work Study, Direct Student Loans, Cal Grants, Chafee grants and other grant programs; masters the detailed technical knowledge and procedural requirements of each assigned program to serve as the program's in-house expert; assists with reconciliation of funds from various programs and identifies potential overpayments and adjustments.
5. Runs reports, analyzes data and monitors student enrollment status, enrollment changes, courses taken/repeated and progress towards degree; identifies and assists in resolving academic progress issues that may affect aid; places administrative holds on financial aid due to failure to meet academic requirements; determines and processes financial aid overpayments,

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- Return to Title IV funds (R2T4), post-withdrawal disbursements and adjustments to payments.
6. Conducts comprehensive audits of student financial aid files to verify completeness, accuracy and timeliness of all information and documentation supporting a student's financial aid status; identifies and assists in resolving compliance issues for required procedural or regulatory reporting, filing or submission.
  7. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

### **OTHER DUTIES**

1. Interacts with other departments and with state and federal programs on behalf of a student.
2. Presents and participates in financial aid educational workshops and outreach events.
3. Processes documentation and hiring paperwork for District and Federal work study students.
4. As assigned, provides work guidance to student aides; monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
5. Performs related duties as assigned.

### **Employment Standards / Minimum Qualifications**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

1. Financial aid department services, goals, objectives, policies, procedures and practices and associated needs analysis and award packaging processes and procedures.
2. Federal, state and local financial aid programs and regulations.
3. Interviewing and consulting techniques.
4. Policies, objectives and technical aspects of financial aid programs and activities, including financial aid needs analysis and award packaging processes and procedures.
5. Financial and statistical recordkeeping techniques.
6. Personal and financial issues/special circumstances of economically disadvantaged students.
7. District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
8. The Family Educational Rights and Privacy Act, Title IV and other state and federal laws and

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regulations and District rules, policies and procedures governing financial aid and applicable eligibility criteria including federal tax law, regulations, forms and schedules relevant to the position

9. District financial aid software applications.
10. Principles and practices of sound business communication including English usage, spelling and punctuation.
11. Standard business software including word processing, spreadsheet and database programs such as Access and SQL query development.

### **Skills and Abilities to:**

1. Perform complex technical duties in support of financial aid programs and services.
2. Interpret, explain and apply complex federal, state and college guidelines, rules, regulations, policies, procedures and practices governing financial aid, veterans' benefits and scholarship programs.
3. Understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
4. Make determinations and apply professional judgment regarding eligibility for financial assistance based on established procedures and guidelines, ensuring consistency and a high degree of accuracy.
5. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
6. Maintain confidentiality of District and student files and records.
7. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
8. Communicate effectively, both orally and in writing.
9. Prepare clear, concise and accurate records, data entries, reports and other written materials.
10. Operate a computer and use standard business and third-party software and databases.
11. Represent the District effectively one on one and in a variety of group settings.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

### **EDUCATION AND EXPERIENCE**

An associate degree in a relevant field, and two years of experience reviewing documentation and

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determining eligibility for financial aid or program participation; or an equivalent combination of training and experience. A bachelor's degree from an accredited college or university in education, finance, accounting, business administration, social work, counseling, psychology, communications, sociology, mathematics or another related field is highly desirable.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and to stand for long periods, and to lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption; and intermittent exposure to individuals acting in a disagreeable fashion.

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The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

**Assessment Process**

**Only the most qualified applicants will be invited to interview for the assignment.  
The current vacancies are at Clovis Community College & Fresno City College.**

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4625328/temporary-financial-aid-specialist>

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**Contact Information**

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

**Contact**

N/A

State Center Community College District

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