

Outreach Aide (SC - Financial Aid)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244474>

Downloaded On: Sep. 13, 2024 6:20pm

Posted Sep. 9, 2024, set to expire Jan. 28, 2025

Job Title Outreach Aide (SC - Financial Aid)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Sep. 9, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Student Aide/Worker

Academic Field(s) Communications/Public Relations

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4649436/outreach-aide-sc-financial-aid>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

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- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

The Financial Aid Outreach Aide position offers a unique leadership opportunity for individuals passionate about assisting their peers with the financial aid process at Saddleback College. As an Outreach Aide, you will help prospective and current students navigate financial aid applications, promote financial literacy, and represent Saddleback College at outreach events. This role requires a commitment to student success, an understanding of financial aid processes, and a dedication to fostering an inclusive and supportive environment.

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In this role, you will play a vital part in helping students understand and access financial aid resources. You will provide guidance on financial aid options, assist with application processes, and support events aimed at increasing financial aid awareness and financial literacy. Your contributions will directly impact student success and retention by ensuring students are well-informed and prepared to utilize available financial resources.

Responsibilities:

- Develop a comprehensive understanding of Saddleback College's financial aid programs, including application processes, eligibility requirements, and available resources.
- Assist prospective and current students with completing financial aid applications and understanding their financial aid packages.
- Provide support and guidance at the Financial Aid Welcome Center, addressing questions and concerns related to financial aid.
- Represent the Financial Aid Office at campus and community outreach events, promoting awareness of financial aid resources and financial literacy.
- Collaborate with the Financial Aid Office and other departments to support workshops, seminars, and information sessions on financial aid topics.
- Direct students to appropriate resources and departments based on their needs.

Qualifications:

- Ability to work effectively with a diverse student population and communicate complex information clearly.
- Strong interpersonal skills with a professional and approachable demeanor.
- Self-motivated, responsible, and reliable.
- Team-oriented with the ability to collaborate effectively with peers and staff.
- Passion for helping students achieve their educational goals and succeed in their financial aid endeavors.
- Willingness to develop or enhance oral communication skills and financial aid knowledge.

Requirements:

- Availability to work occasional evenings and weekends as needed.
- Attendance at all required training sessions and meetings.

Knowledge of:

- College organization, functions, rules, policies, and procedures applicable to a college Financial Aid Office.

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- Best practices and procedures for outreach, recruitment, and community engagement.
- Common student needs, issues, and concerns applicable to the area of assignment.
- The Family Educational Rights and Privacy Act and other relevant college, state, and federal laws, rules, regulations, and policies governing student admissions, enrollment, and financial aid.
- Computer operations and use of standard business applications including word processing, spreadsheet, and database software, and other specialized college software applications such as PowerFails.
- Various online platforms.
- Customer service practices, concepts, and techniques.
- Written and oral communication skills, including correct English usage, grammar, spelling, punctuation, and vocabulary.
- Office administration practices and procedures, including filing and recordkeeping systems.
- Basic research methods and procedures.
- Safety policies and safe work practices applicable to the role.

Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

Employment Conditions and Information:



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This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1st through June 30th). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15th of the first month to the 14th of the second month. NBU employees are paid on the 10th of the third month.

Example: For the following reporting period: September 15th through October 14th, the NBU employee will be paid on November 10th.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The

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SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.



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Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

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The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact