

**Student Assistance Technician / Financial Aid  
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=244689>

Downloaded On: Sep. 13, 2024 6:21pm

Posted Sep. 11, 2024, set to expire Sep. 27, 2024

<b>Job Title</b>	Student Assistance Technician / Financial Aid
<b>Department</b>	Financial Aid
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Sep. 11, 2024
<b>Application Deadline</b>	09/27/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Financial Aid
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5625324">https://apptrkr.com/5625324</a>

**Apply By Email**

**Job Description**

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**Student Assistance Technician / Financial Aid**

**San Diego Community College District**

**Closing Date:** 9/27/2024

**Position Number:** 009761

**Location:** San Diego Miramar College

**Position Type:**

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Classified

**The Position:**

Posting Details (Default Section)

Closing Date: 09/27/2024

Open Until Filled: No

Classification Title: Student Assistance Technician / Financial Aid

Working Title: Student Assistance Technician / Financial Aid

Location: San Diego Miramar College

**Pay Information**

Range 23 (\$5,448.21- \$6,814.00) per month based on the 2024 Classified salary schedule. New employees will begin on Step F (\$5,448.21). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

No. Months: 12 Months

Position Number: 009761

FLSA Status: Non-Exempt (accrues overtime)

Position Type: Classified

Bargaining Unit: AFT - Classified Professionals

Range: 23

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### The Position

San Diego Miramar College, a student-ready college, invites all qualified candidates to apply for the position of Student Assistance Technician / Financial Aid. Miramar College, a leader in providing student access and success, seeks candidates who are motivated by serving students in a college community and are committed to diversity, equity, and inclusion (DEI).

We are a fast-growing and innovative college with a freshly adopted focus on diversity, equity, and inclusion as we move into a new era. Recently designated as an emerging Minority Serving Institution (MSI) the College is committed to helping students access higher education and achieve success inside and outside the classroom.

The College is located in the Mira Mesa/Scripps Ranch area of San Diego and is one of four colleges/centers in the San Diego Community College District. Our [student population](#) of 14,193 [African American (5%), Native American (<1%), Asian (14%), Filipino (7%), Latinx (30%), Multiple Ethnicities (8%), Pacific Islander (1%), White (32%), Unreported (2%)], is reflective of the diverse community we serve.

In addition to expertise in their field, San Diego Miramar College seeks applicants who possess the knowledge, skills, and abilities to support our diverse student populations. Additionally, candidates should be able to demonstrate ways they will develop tools and resources to better serve [historically marginalized and minoritized populations](#). We strongly encourage candidates who possess the experience for the position, and who are student-centered and continue to demonstrate a commitment to diversity, equity, and inclusion (DEI) to best serve our student population.

Those who join our team at San Diego Miramar College can expect to be part of an inclusive, innovative, and equity-focused community that promotes broad collaboration among faculty, classified professionals, administration, students, and community and industry partners. We are proud of our commitment to create a socially just and responsive culture, host ethnically diverse speakers, and support various equity-focused professional development opportunities. Our college strives to ensure that students reach their full potential by eliminating gaps in academic outcomes that traditionally hinder students of color and disproportionately impacted students.

In fact, the college's commitment to diversity, equity, and inclusion is encapsulated by our newly adopted Strategic Goal #5:

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### Miramar College Strategic Goal #5

Diversity, Equity, and Inclusion (DEI) - Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

Strategic Direction 1- Systematically update college processes, programs, and practices within a comprehensive equity framework for equity-minded practices in the workplace, the classroom, and support programs/services.

Strategic Direction 2- Establish comprehensive professional development for the campus community to increase capacity around and engage in equity, diversity, inclusion, social justice, and anti-racism.

Strategic Direction 3-Systematically review, develop and incorporate equity-minded practices in: 1) culturally responsive instructional pedagogy, 2) student-centered services, and 3) recruitment, screening, and retention of employees. Applicants can review Miramar College's full strategic plan on Miramar College's: [https://sdmiramar.edu/sites/default/files/2021-07/San\\_Diego\\_Miramar\\_College\\_Fall\\_2020-Spring\\_2027\\_Strategic\\_Plan.pdf](https://sdmiramar.edu/sites/default/files/2021-07/San_Diego_Miramar_College_Fall_2020-Spring_2027_Strategic_Plan.pdf)

Applications are currently being accepted for Student Assistance Technician / Financial Aid in the Financial Aid & Scholarship Services Office, located at Miramar Campus. Operational hours are between 8am-6pm M-F (40 hours/week). Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description: Click [here](#) for description.

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

### Desired Qualifications

Knowledge:

- Applicable sections of State Education Codes.
- Awareness of needs and problems encountered by economically-disadvantaged students.
- Basic principles of training and work direction.
- Computerized record-keeping techniques.
- Correct English usage, vocabulary, spelling, punctuation, and grammar.

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- Culture, practices, and views of various minority groups.
- District organization, operations, policies, and objectives.
- Fundamentals of accounting, including knowledge of federal and State tax returns and financial documents.
- Grant proposal preparation techniques and requirements.
- Interviewing techniques.
- Laws, regulations, and policies governing assigned programs.
- Methods and practices of record-keeping and report preparation.
- Oral and written communications skills.
- Program requirements, guidelines, goals, and objectives.
- Technical aspects of field of specialty.
- Return to Title IV regulations and calculations.

### Skills and Abilities:

- Analyze complex IRS tax forms and financial documents.
- Analyze, interpret, and apply policies and procedures of assigned programs.
- Assist with the planning, organization, supervision, and evaluation of a Financial Aid/EOPS program operation and service.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Exercise sound judgment in reviewing and screening applications for grants, loans, and scholarships to determine eligibility.
- Interview effectively and obtain relevant facts.
- Learn and interpret rules, regulations, and policies governing the financial aid programs.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Organize and assemble data and prepare reports.
- Plan and organize work.
- Train and provide work direction to classified staff, students, and clerical assistants.
- Work confidentially with discretion.
- Work independently with little direction.
- Write proposals for State and federal grants.

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**Foreign Degree:** Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services (**NACES**) or Academic Credentials Evaluation Institute, INC. (**ACEI**). A copy of the evaluation must be submitted with your on-line application.

**Commitment to Diversity:** 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, faculty and classified professionals.

**Special Instructions to Applicants:** San Diego Miramar College is piloting anonymous screening format as a means to minimize implicit bias in the screening of applications. The anonymous screening format of applications refers to the process of reviewing applications without revealing the personal information of the applicants, such as their name, gender, or other potentially biased details. This approach aims to eliminate unconscious biases, promoting fair and objective evaluation based solely on the experience of the applicants. By anonymizing applications, screening committees create a more inclusive and diverse hiring process.

To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete the online application, including examples and outcomes listed within the Duties section of your Employment History;
2. Complete responses to the Supplemental Questions, including examples and outcomes;
3. Letter of Interest;
4. Resume; AND,
5. Three (3) Professional References.

**Important:** To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc.). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.

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- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

**Conditions of Employment:**

**SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Office

**EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

**EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment.

Posting Number: CL01650

**Major Responsibilities:**

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#### **Desired Qualifications:**

##### Knowledge:

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- Basic principles of training and work direction.
- Computerized record-keeping techniques.
- Correct English usage, vocabulary, spelling, punctuation, and grammar.
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- Return to Title IV regulations and calculations.

##### Skills and Abilities:

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- Assist with the planning, organization, supervision, and evaluation of a Financial Aid/EOPS program operation and service.
- Communicate effectively both orally and in writing.
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- Interview effectively and obtain relevant facts.
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- Meet schedules and timelines.



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- Train and provide work direction to classified staff, students, and clerical assistants.
- Work confidentially with discretion.
- Work independently with little direction.
- Write proposals for State and federal grants.

### **Licenses:**

### **Pay Information:**

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**To apply, visit:** <https://www.sdccdjobs.com>

*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**

Financial Aid



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