

TEMPORARY Financial Aid Assistant
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245465>

Downloaded On: Sep. 27, 2024 1:18am

Posted Sep. 19, 2024, set to expire Jul. 23, 2025

Job Title	TEMPORARY Financial Aid Assistant
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Sep. 19, 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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TEMPORARY Financial Aid Assistant

Salary: \$26.84 - \$33.01 Hourly

Location: Fresno City College, CA

Job Type: Temporary

Division: FCC Student Services

Job Number: 202300721-T

Closing:

General Purpose

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Under general supervision, assists students, parents and the public in applying for financial aid services and programs; screens student financial aid applications and provides specialized financial aid, grant and scholarship information, assistance and advice to students in the financial aid computer lab; receives and reviews financial aid applications and forms; participates in developing and coordinating department outreach; 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. Oversees and assists with the day-to-day operation of a financial aid computer lab or front desk; answers questions and concerns from students, parents and the public regarding financial aid, grants and scholarship programs and services; screens student needs for counseling and schedules student counseling appointments or refers to other campus or community resources.
2. Assists students with understanding and completing financial aid applications and forms; verifies student status; explains deadlines and disbursement dates; refers students to other agencies as necessary to obtain required documentation.
3. Develops, coordinates and participates in financial aid in reach and outreach activities, presentations and workshops; maintains or prepares informational materials including brochures, flyers, pamphlets and website content; assists in the implementation of scholarship awards ceremonies and other special events.
4. Runs queries and reports to track, determine and notify students of financial aid eligibility; assists higher-level Financial Aid staff with data entry of student records and access to reports and data.
5. 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. Provides backup for other department administrative support staff.
2. Interacts with other departments and with state and federal programs on behalf of a student.
3. Performs related duties as assigned.

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Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Financial aid department services, goals, objectives, policies, procedures and practices.
2. Customer service practices and telephone etiquette.
3. District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
4. The Family Educational Rights and Privacy Act, Title IV and other state and federal laws and regulations and District rules, policies and procedures governing financial aid and applicable eligibility criteria.
5. District financial aid software applications.
6. Principles and practices of sound business communication including English usage, spelling and punctuation.
7. Standard business software including word processing, spreadsheet and database programs such as Access.

Skills and Abilities to:

1. Communicate complex guidelines, policies and procedures accurately and effectively; understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
2. Implement financial aid outreach activities.
3. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
4. Set priorities and exercise sound judgment within areas of responsibility.
5. Track and report statistical information utilizing complex spreadsheets and databases.
6. Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
7. Maintain confidentiality of District and student files and records.
8. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Operate a computer and use standard business software.
12. Represent the District effectively one on one and in a variety of group settings.

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13. Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

An associate degree in accounting, finance, business, social work, counseling, psychology, communications, sociology, mathematics, education or a related field and one year of closely related work experience in student support services, preferably in financial aid, or experience in programs involving determination of eligibility; or an equivalent combination of training and experience.

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 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



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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.

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 candidates will be referred to the hiring manager.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4662671/temporary-financial-aid-assistant>

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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