

Financial Aid Analyst
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261679>

Downloaded On: Aug. 27, 2025 5:26am

Posted Aug. 26, 2025, set to expire Sep. 15, 2025

Job Title Financial Aid Analyst
Department
Institution State Center Community College District
Fresno, California

Date Posted Aug. 26, 2025

Application Deadline 09/15/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Financial Aid

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Job Description

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Financial Aid Analyst

Salary: \$76,411.00 - \$93,975.00 Annually

Location: Districtwide, CA

Job Type: Permanent

Division: DO Personnel Commission

Job Number: 2025027

Closing: 9/15/2025 11:59 PM Pacific

General Purpose

Financial Aid Analyst State Center Community College District

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Under general supervision, assists with planning, coordination, implementation and delivery of financial aid services and programs; leads and performs specialized technical duties related to the distribution of financial aid awards; leads, monitors and performs the most complex follow up and verification duties; monitors and audits student records to ensure awards meet appropriate regulations and guidelines; packages awards and oversees disbursement of funds in accordance with District policies and federal, state and local requirements; 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. Provides input in selecting, training and providing day-to-day lead work guidance and direction to other staff and student aides; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure that mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
2. Provides input to the manager and director on employee work performance and behaviors; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
3. Oversees and participates in the day-to-day operation and service delivery of the Financial Aid department; schedules and coordinates front counter operations; ensures students, parents and the public understand and complete financial aid applications and forms; interviews and assists students as needed and personally manages the more complex eligibility, dependency and appeal cases; investigates and resolves complex technical issues encountered by lower level staff; responds to complex inquiries from staff, counselors and faculty regarding financial aid policies and procedures.
4. Audits and participates in eligibility analysis and needs analysis processes used to determine Expected Family Contribution (EFC) in each case; determines initial and ongoing eligibility for financial aid programs; packages financial aid and scholarships, including state aid programs, Pell Grants, direct student loans, work study and supplemental educational opportunity grants and other awards; develops and maintains appropriate documentation for training and audit purposes utilizes third-party portals and databases to research and track student information..
5. Monitors Federal Work Study, Federal Supplemental Educational Opportunity Grant and other allocations to ensure accuracy of student work hours, payments, reimbursements and all available funds are distributed; notifies the college business office to initiate the drawdown of financial aid funds; submits disbursement records to Common Origination and Disbursement (COD) and

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coordinates rejections with originating staff member; runs reconciliation reports and works with the Business Office to reconcile funds, awards and payments.

6. Notifies students of continued eligibility or disqualification for financial aid awards; advises students of appeal processes.
7. Coordinates and serves on committees to evaluate student financial aid appeals on a case-by-case basis; interviews students, reviews, evaluates and approves or denies eligibility in event of special conditions, dependency overrides and student appeals; processes verification documentation and confirms timely and accurate delivery of funds to students.
8. Coordinates scholarships and major financial aid programs, including Dream Act, Federal Work Study, CalWORKs Work Study, Direct Student Loans, Cal Grants, Chafee grants and other grant programs; stays abreast of changes in financial aid regulations to ensure compliance; disseminates changes to procedural requirements; determines eligibility and award amounts; resolves issues related to awards and funding.
9. Writes, modifies, evaluates and runs SQL queries and reports, audits files and performs quality assurance of data and program operations; identifies and assists in resolving academic progress issues that may affect aid; places administrative holds due to failure to meet academic requirements for financial aid; determines and processes financial aid overpayments, Return to Title IV funds (R2T4), post-withdrawal disbursements and adjustments to payments.
10. 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. Assists in establishing financial aid parameters for the records management system; participates in testing and implementing system changes; assists in investigating and developing resolutions for system failures.
2. Interacts with other departments and with state and federal programs on behalf of a student.
3. Creates, schedules and presents financial aid educational and outreach workshops at local high schools, adult education programs and community groups.
4. Assists with veterans' benefits administration.
5. Arranges the logistics for Scholarship Award Ceremonies and other major events; develops and maintains attendee lists and seating arrangements; prepares presentations; develops and produces invitations, programs and publications; contacts vendors for facilities and food orders, supplies and audio-visual equipment; handles other event logistics.
6. As assigned, updates and tests formulas, rules, communications and online forms in financial aid software; works with third party vendors and Information Technology to implement new software and develop reporting.

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7. Performs related duties as assigned.

Employment Standards / Minimum Qualifications

Knowledge of:

1. Financial aid department services, goals, objectives, policies, procedures and practices and associated needs analysis and award packaging processes and procedures.
2. Advanced knowledge of 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.
5. Research and analysis techniques.
6. Basic fund accounting and financial and statistical recordkeeping techniques.
7. Basic grants administration, methods and practices.
8. Personal and financial issues/special circumstances of disadvantaged students.
9. District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
10. 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 including federal tax law, regulations, forms and schedules relevant to the position.
11. District financial aid software applications.
12. Principles and practices of sound business communication including English usage, spelling and punctuation.
13. Standard business software including word processing, spreadsheets and database programs such as Access and SQL query development.
14. Basic principles and practices of employee work guidance and direction.
15. Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Assign and review the work of assigned staff.
2. Assist with planning and organizing financial aid programs and services.
3. 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.
4. Interpret, explain and apply complex federal, state and college guidelines, college laws, rules,

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regulations, policies, procedures and practices governing financial aid, veterans' benefits and scholarship programs.

5. Understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
6. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established 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. Prepare clear, concise and accurate records, data entries, reports and other written materials.
11. Operate a computer and use standard business and financial aid software and databases.
12. Represent the District effectively one on one and in a variety of group settings.
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

Graduation from an accredited college or university with a bachelor's degree in education, finance, accounting, business administration, social work, counseling, psychology, communications, sociology, mathematics or another related field, and three year of college financial aid experience; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Certain assignments may require a California driver's license and the ability to maintain insurability under the Districts 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.

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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.

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

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <https://www.schooljobs.com/careers/scccd>. Please attach to your application copies of your degrees or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload

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your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (40% weight) and an oral interview assessment (60%). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each testing section.

INITIAL TESTING TENTATIVELY SCHEDULED AS FOLLOWS: COMPETENCY ASSESSMENT: SEPTEMBER 24, 2025 ORAL INTERVIEW ASSESSMENT: OCTOBER 08, 2025

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Districtwide Open-Competitive List. Using the same process, a separate Districtwide Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies Districtwide for at least six (6) months. **The current vacancies are with Clovis Community College and Fresno City College.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DOES NOT GUARANTEE AN OFFER OF EMPLOYMENT.

VERIFICATIONS OF EMPLOYMENT WILL BE COLLECTED IF AN OFFER IS MADE.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the

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faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/5054465/financial-aid-analyst>

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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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