Senior Financial Aid Specialist
Copper Mountain College

Job Title	Senior Financial Aid Specialist
Department	Student Services
Institution	Copper Mountain College
	Joshua Tree, California
Date Posted	Oct. 15, 2025
Application Deadline	11/03/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Financial Aid
Apply Online Here	https://apptrkr.com/6646177
Apply By Email	
Job Description	

Senior Financial Aid Specialist

Salary: $4,807.16 - $6,223.45 Monthly
Job Type: Full-Time
Department: Student Services
Closing: 11/3/2025 11:59 PM Pacific
Location: Joshua Tree, CA
Job Number: 2025-10-01SFAS

Position Description

Senior Financial Aid Specialist
Copper Mountain College

Under the direction of the Director of Financial Aid, perform specialized technical and clerical duties related to processing financial aid applications in accordance with Federal, State and District policies, guidelines, rules and laws; perform specialized and confidential duties to assist students who seek financial assistance; and perform related duties as assigned.

In order for your application to be considered, you must attach the required attachments listed below

Duties and Responsibilities

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Assist in the training of new employees and student workers: assist with scheduling and provide work direction to student workers in the Financial Aid Office.
- Assist with coordinating the activities of the Financial Aid Office in the absence of the Director.
- Coordinates the Cal Grant program; determines continued eligibility; monitors funds, posts payments, and reports results electronically via Web Grants; reports Cal Grant GPA and enrollment submissions via Web Grants; balances/reconciles California Student Aid Commission and year end records for submittal to the Business Office.
- Determine eligibility of students for Student Success Completion Grant (SSCG), Promise Program, Chafee, Dreamer Service Incentive Grant, Golden State Education and Training Grant Program, and other state financial aid programs; ensure compliance with program requirements; assist in management of program funds. Reconcile State Financial Aid Programs as assigned.
- Provide technical information and assistance regarding financial aid programs and answer questions from staff, students and the public regarding financial aid programs and the process of receiving financial aid; meet with students to discuss programs and review applications.
- Perform needs analysis to determine eligibility; package and award financial aid in accordance with Federal, State and District policies, regulations, guidelines, rules and laws.
- Process applications and verification forms; analyze records for changes in status; request and review transcripts, records and other information needed to determine the status of applications and forms; resolve problems regarding the financial aid process and disbursement of financial aid.
- Determine eligibility for and process Cal ISIRs through Webgrants; manually update AIDE, CCPG, and SBC in Colleague to ensure accuracy for MIS reporting.
- Cooperate with Dreamer Liaison and Admissions and Records representatives to develop and maintain workflow procedures for undocumented students. Provide financial aid related

technical support and resources to support team and students.

- Conduct confidential interviews with students to answer questions, resolve problems, validate information submitted and clarify discrepancies; assure accurate and complete documentation; conduct exit interviews.
- Research, compile and prepare financial records and reports; prepare and type letters and other correspondence; maintain student records and files.
- Determine eligibility of students for Pell Grants, FSEOG, EOPS, CCPG, Federal Work Study, emergency loans, scholarships, and Federal Student Loans; ensure compliance with program requirements; assist in management of program funds.
- Maintain current knowledge of Federal and State laws, local and campus regulations, policies and guidelines that affect programs and application processing and eligibility requirements.
- Participate in evaluating internal operating procedures; recommend changes in policies, procedures, handbooks, and other documents to improve student financial aid support.
- Plan, organize and implement a default reduction procedure.
- Serve as Financial Aid liaison as assigned at meetings and workshops both on campus and off campus.
- Review work performed by the other financial aid staff in relation to verification and packaging; monitoring for compliance with District, state, federal, and local regulations and policies.
- Operate office equipment including calculators, typewriters and computers; enter, update and revise computer records and information; recommend format and procedural changes to enhance reporting and record-keeping capabilities.
- Conduct workshops, orientations, and financial aid nights at local high school and other community events as assigned.
- Use professional judgment for unusual and special circumstances within federal, state and district guidelines.
- Perform related duties as assigned.

Qualifications

Education and Experience: Associate Degree in a related field and two years of responsible office experience including at least one year in a financial/fiscal function.

Knowledge of: Modern office practices, procedures and equipment; Federal, State and District regulations and procedures regarding financial aid; record-keeping techniques; operation of a computer terminal, data entry techniques and applicable software; oral and written communication skills; interpersonal skills using tact, patience and courtesy; principles of training and providing work

Senior Financial Aid Specialist
Copper Mountain College

direction. Demonstrates knowledge and understanding of surrounding communities with an equitable mindset

Ability to: Resolve complex and difficult issues; perform technical work in support of the Financial Aid office; learn State, Federal and District regulations and procedures regarding financial aid; meet with students, college departments, local, state and federal agencies to provide information regarding financial aid programs; operate office machines including a computer and applicable word processing and financial aid software; communicate effectively both orally and in writing to exchange information; maintain records and prepare reports; understand and follow financial aid regulations; understand and work within established policies, guidelines and regulations; interpret and communicate policies, guidelines, regulations and laws to staff, students and the public; prioritize and schedule work; meet schedules and time lines; type accurately; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; train and provide work direction to others; work independently with little direction; demonstrate attention to detail and accuracy in working with data and files; learn software programs and data base systems used to track, approve, monitor and disburse financial aid.

Required Attachments:

In order for your application to be considered you must attach:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Tentative Timeline:
First consideration will be given to candidates who apply by **November 3, 2025**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Senior Financial Aid Specialist
Copper Mountain College

Senior Financial Aid Specialist
Copper Mountain College

Equal Opportunity Statement

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

Supplemental Information

- Vision sufficient to read computer screens and handwritten and printed documents.
- Bending and reaching to obtain or replace files and records.
- Must be able to sit for long periods of time.
- Speech and hearing to communicate in person or by telephone.
- Manual dexterity sufficient to use a variety of office equipment, computer keyboards and manipulate paper.
- Able to lift materials and supplies up to 15 pounds.

To apply, please visit https://www.schooljobs.com/careers/cmccd/jobs/5099167/senior-financial-aid-specialist

Contact Information

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

Contact

Student Services

Copper Mountain College

,