

FINANCIAL AID OUTREACH SPECIALIST
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=222220>

Downloaded On: May. 8, 2024 11:03pm

Posted Sep. 26, 2023, set to expire May 22, 2024

Job Title FINANCIAL AID OUTREACH SPECIALIST
Department Financial Aid
Institution San Jose/Evergreen Community College District
San Jose, California

Date Posted Sep. 26, 2023

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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FINANCIAL AID OUTREACH SPECIALIST

San Jose/Evergreen Community College District

Close/First Review Date:04/14/2024

Campus Location: San Jose City College

Position Description:
POSITION SUMMARY

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The Financial Aid Outreach Specialist reports to the Director of Financial Aid at San Jose City College. The work schedule is 12 months per year; 40 hours per week; Monday - Thursday; 9:00 a.m. - 6:00 p.m. and Friday; 8:00 a.m. - 5:00 p.m.

The Financial Aid Outreach Specialist position is a grant funded position and contingent upon yearly funding.

This position is represented by CSEA (California School Employees Association), Chapter 363.

POSITION PURPOSE

Under the direction of an assigned administrator, the Financial Aid Outreach Specialist performs general financial aid office activities and specialized outreach duties related to increasing and promoting awareness and participation of financial aid program amongst potentially eligible students. This position works with supervisor to develop and provide financial aid information to students, parents, staff and the general public; maintains records and assists in determining financial aid eligibility according to federal and state regulations and requirements.

KEY DUTIES AND RESPONSIBILITIES

1. Participate in the development, planning and implementation of financial aid outreach policies and strategies aimed at increasing student success to financial aid programs and services.
2. Perform financial aid outreach and follow-up activities to targeted populations; present financial aid information to students, parents, staff and the general public in a variety of settings, such as high schools, on-campus, businesses and community organizations.
3. Develop and organize outreach materials and/or events targeted towards increasing awareness in financial aid programs and services.
4. Collaborate with other college departments to implement college-wide financial aid outreach efforts.
5. Provide information and technical assistance to students regarding eligibility, regulations and requirements of various federal, state and district financial programs such as grants, loans, work-study, fee waivers, scholarships, and contingency funds.
6. Instruct students in correct procedures for completion of paper or online forms and applications; review forms for accuracy and consistency.

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7. Assist students with financial aid application. Explain eligibility and other factors necessary for successfully completing financial aid process. Assist in determination of acceptability when situations are unusual.
8. Review applications and required documentation to determine financial need and program eligibility for a variety of Federal, State and District programs.
9. Verify eligibility for and accept awards, and initiate disbursements in a variety of programs according to established guidelines and procedures.
10. Perform needs analysis and assist in packaging students for financial aid programs, enter and update data in system.
11. Monitor continued eligibility of students in financial aid programs, evaluate and monitor Satisfactory Academic Progress.
12. Maintain records and prepare reports according to established guidelines and procedures needed to meet retention requirements.
13. Schedule and conduct group and/or individual financial aid workshops or presentations suitable for diverse audiences.
14. Prepare and maintain database of prospective contacts, financial aid recipient information, and outreach activities.
15. Communicate and respond to inquiries from internal and external agencies or individuals. Provide assistance, information and training to faculty, other campus staff and the public as requested.
16. Attend training sessions and workshops to remain current on financial aid regulations and procedures.
17. Assist in reconciliation of disbursement records and compilation of data and statistics for reporting purpose.
18. Perform other related duties as assigned.

Knowledge of:

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1. Pertinent federal, state and district rules, regulations and policies of financial aid programs.
2. Basic operations, services and activities of financial aid outreach programs.
3. Methods and practices of financial aid record keeping.
4. Principles and techniques of presentation in an environment with diverse audience
5. Recent developments, current literature and information related to financial aid programs.
6. Needs or special concerns of high school and adult students enrolling at community colleges.
7. Modern office practices, procedures and equipment including computer operation.
8. Oral and written communication skills.

Skills and Ability to:

1. Perform specialized outreach duties to promote financial aid programs and services.
2. Use applicable software or other media to enhance presentation; make oral presentations before large and small groups.
3. Interpret and apply laws, rules and policies of the financial aid program.
4. Interpret financial statements, income tax reports and related documents.
5. Exercise sound judgement in reviewing and evaluating student financial aid applications.
6. Maintain accurate records and prepare reports, summaries and evaluations.
7. Maintain confidentiality of sensitive information.
8. Develop and update forms and marketing materials.
9. Communicate effectively both orally and in writing.
10. Establish and maintain cooperative and effective working relationships with others.

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11. Work independently with little supervision; prioritize work and meet schedules.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. An Associate degree or equivalent supplemented by college course work in business, accounting, social services or related field.
2. Four years of increasingly responsible experience that includes direct work in outreach and financial aid areas.

Desired Qualifications:

1. Bilingual abilities, desirable.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$71,950- \$87,822 Annual Salary (Range 89: Classified Salary Schedule Fiscal Year 2023-2024).

Starting placement is generally at Step 1.

Benefits:

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, 12 sick leave days and 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

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The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

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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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