



Director, Financial Aid

Management Range: 16

Board Approved: 06/20/2019

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general direction, administers the Financial Aid programs for San Bernardino Valley College according to the established policies and procedures. Assists students in applying for financial aid, performs related duties as required. Position reports to Dean of Admissions, Records, Registration and Support Services.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Organize and direct the activities of a designated financial aid office.
2. Provide current updated information about financial aid programs; requirements for financial aid eligibility such as unit requirements, academic standing student loan default.
3. Coordinate the efforts of staff who advise students regarding student loan programs, assist student in filling out financial aid application forms, loan application forms and provide other pertinent information.
4. Assist the District staff in compiling data for annual funding application, fiscal operations report, basic grant report, California Guaranteed Student Loan reports and the Cal Grant B and C year-end reports.
5. Formulate and implement procedures to assure efficient and effective operations, work flow and responsive service to applicants.
6. Supervise the evaluation and applications, support documents and student need analysis criteria to properly package awards for financial aid.
7. Within District policy and procedures, establish standards and award policy and determine eligibility, authorizing the prepared packages in compliance with applicable federal and state program regulations and guidelines.
8. Prepare and maintain financial aid records and files.
9. Coordinate a variety of other departments within the college to assure timely processing of financial aid and to disseminate program information to students and staff concerning financial aid opportunities and procedural requirements.
10. Attend and participate in program related conferences and workshops or other meetings concerned with the implementation of federal and state law, revising information as necessary to comply with changes.
11. Make employment recommendations, train, supervise and evaluate the performance of financial aid staff, clerical support and student workers assigned to the area. Apply disciplinary measures as appropriate.
12. Organize, compile and prepare annual and other periodic reports for distribution to District administration and where appropriate federal and state agencies.
13. Monitor the fee-deferment segment of the financial aid program.
14. Develop handbooks and counseling sessions for loan applicants.
15. Represent the College to other educational institutions, external agencies and community organization.



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16. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Current federal, state, county and institutional laws, regulations, ordinances and policies concerning financial aid programs and student financial aid office operations.
- Principles of office management, staff organization, supervision and training.
- Current knowledge of sound, effective personnel practices.
- Principles and practices of record-keeping to produce accurate and precise financial aid records and reports; income tax and financial statements.
- Counseling and interviewing techniques; organization, collection and storage of data.
- Student financial aid packaging, Title IV regulations, Federal Register, Education Code and a Computer System.

Ability to:

- Effectively supervise a complex program of student financial assistance.
- Learn, understand and apply laws, regulations and procedures uniformly and consistently.
- Read, comprehend and apply a wide range of written material having technical, legal and policy content.
- Communicate effectively both orally and in writing.
- Plan, train, direct and coordinate the work of others.
- Communicate effectively and maintain cooperative working relationships with students, faculty, support staff, external agencies and the general public.
- Exercise sound judgment in reviewing and screening applications for grants and loans to determine eligibility.
- Meet schedules for presentation to District administration and outside agencies.
- Organize and maintain records system.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Bachelor's degree from an accredited institution of higher education with a major in business administration, public administration or related field.

Experience:

- Four (4) years' experience in the interpretation and implementation of state and federal guidelines pertaining to student eligibility of financial aid programs.

License or Certificate:



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- Possession of an appropriate, valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; occasionally travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.