

PERALTA COMMUNITY COLLEGE DISTRICT - October 10, 1995

CLASSIFIED JOB DESCRIPTION

**FINANCIAL AID PROGRAM SUPERVISOR
(SEIU Local 1021 Salary Range 100)
Job Code: 813**

CLASS PURPOSE

Under general direction, plans and develops methods and procedures to implement and administer the overall activities of a financial aid department at a college site; provides leadership in the development and administration of the college's Financial Aid Program in compliance with federal, state and applicable laws, policies and regulations; performs other related work as required.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plans and develops, coordinates, supervises and implements the daily operation of the college's financial aid program in compliance with federal, state and applicable laws, policies and regulations
- Assists students and the college with the processing of financial aid applications to include fee waivers, credits, BOG and deferments
- Collects appropriate documentations used to determine student program eligibility and monitors satisfactory student academic progress in accordance with the guidelines
- Determines eligibility for financial aid and awards Cal grants, Pell and campus-based aid and state aid programs
- Orders checks
- Disburses funds
- Prepares and submits project proposals and a variety of state and federal reports
- Maintains and updates office procedures and informs staff of changes in district, state and federal rules and regulations
- Interprets rules, regulations, policies and procedures related to student aid
- Writes financial aid procedures manual and handbook

Job Description: Financial Aid Program Supervisor

- Prepares brochures and flyers
- Responsible for determining budgets, transfers of funds and reconciliation of program expenditures for Pell, SEOG and college work-study programs
- Counsels students and parents regarding financial aid rules and regulations
- Certifies guaranteed student loans in accordance with U.S. Department of Education procedures and policies
- Attends meetings, workshops and conferences
- Conducts workshops
- Compiles required information for FISAP report, Pell, college work-study and SEOG grant expenditures
- Identifies computer financial aid problems and provides in-put for the financial aid data on-line operations system to the districts' data center
- Maintains liaison and works effectively with other college financial aid program supervisors in the district in providing leadership on developing operational policies and procedures in accordance with local, federal and state mandates requirements
- Confers with the petition committee
- Provides assistance to auditors and program reviewers by providing requested information
- Files and prepares responses to audit reports
- Drafts letters regarding student eligibility
- Trains and assists the Director of Financial Aid in supervision of support staff
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Equivalent to a Bachelor's Degree from an accredited college or university in one of the social sciences, behavioral sciences, business, public administration, or a related field
2. Five (5) years of experience involving planning, organizing, administering, coordinating or promoting of programs or projects in financial aid, including one (1) year in a supervisory position; or an equivalent combination of training, education, and experience which demonstrates an ability to perform the duties of the position
3. Knowledge of principles of program planning, management, administration and budget preparation
4. Knowledge of regulations, guidelines and policies for federal, state and locally funded financial aid programs
5. Ability to plan, organize, direct, administer and evaluate a District project or program
6. Knowledge of needs analysis, uniform methodology, packaging and awarding concepts and procedures

Job Description: Financial Aid Program Supervisor

7. Ability to lead, train, supervise and evaluate program personnel
8. Ability to work cooperatively with other college personnel
9. Ability to communicate orally and in writing
10. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A