

**DIRECTOR OF STUDENT FINANCIAL SERVICES****DEFINITION**

Under general administrative direction plans, organizes, directs, and oversees the activities and operations pertaining to the MJC financial aid, veteran affairs, scholarship, and CalWorks programs; plans, organizes and directs the federal, State and locally funded financial aid and job placement programs; serves as a resource to staff and project personnel concerning budget and expenditure compliance processes; reviews, monitors, and audits operational budgets; directs accounting of financial aid funds and accounts; and does other related functions as directed.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the MJC Vice-President – Student Services.

Provides direct supervision to numerous financial aid staff as well as other programmatic and administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

- Plan, direct, manage and oversee the daily activities and operations pertaining to the MJC financial aid, veteran affairs, scholarship, and Cal Works programs.
- Plan, organize, coordinate, direct, and participate in a comprehensive financial aid accounting, budget control programs and services; monitor budget expenditures, making necessary adjustments as needed.
- Approve federal work-study contracts, CalWorks work-study and childcare provider contracts; Chafee grant payment certifications and emergency loans and promissory notes; review students' selective service registration statements.
- Plan, organize, and coordinate workshops, in-service programs, and other staff development planning activities.
- Meet with staff, students and parents to resolve processing concerns, issues and complaints and to assist on matters related to financial aid needs and opportunities.
- Confer with, counsel, and advise management and instruction personnel concerning financial aid, grants, student loans, and other related issues.
- Ensure compliance with applicable contract regulations; monitor student grades and academic progress; review and approve or deny appeals for continued financial aid eligibility.
- Plan and develop both internal as well as financial aid outreach strategies; develop material and update web page information related to financial aid and other assigned program requirements.
- Act as site administrator for the District's financial aid computer module; orient and train staff on procedures related thereto.
- Prepare a variety of management and operation evaluation reports concerning internal and external audits, and program review exceptions.
- Monitor, review, coordinate, direct, and provide evaluation detail concerning the performance of the financial aid and other assigned staff; train and evaluate the performance of assigned personnel.

- Perform other duties as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Federal and state laws and regulations governing student aid, veterans and CalWORKS.
- Principles, techniques, strategies, goals, and objectives of public education;
- Methods, techniques, procedures, and strategies concerning the assessment and evaluation of the financial aid, scholarship, and veteran affairs programs;
- Legal mandates, policies, regulations, and operational procedures pertaining to the Federal and State projects and programs concerning local funding sources;
- Data management computer software related to financial aid administration.
- Business management, supervision, human resource practices and strategies, conflict resolution strategies, and team building principles and techniques.
- Budgeting and general accounting procedures.

#### **Ability to:**

- Provide resource support and coordination of a comprehensive financial aid programs and services;
- Analyze and assess program needs, and implementing program activity revisions, additions, or deletions, as necessary;
- Conduct and participate in the review and evaluation of the financial aid and related programs and projects; advise, evaluate and award financial aid;
- Serve as a resource to District instruction, support and management personnel; work with a wide variety of students to assist in the interpretation of financial aid policies and procedures;
- Establish and maintain effective organization, community, and public relationships;
- Communicate effectively both orally and in writing; prepare a variety of clear and concise reports;
- Understand and carry out oral and written directions with minimal supervisory controls.

#### **Licenses and Certificates:**

Possession of valid California Motor Vehicle Operator's License.

#### **Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.

- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Equivalent to the completion of an earned Master of Arts or higher degree from an accredited college or university in educational administration, financial management, career and vocational education, or a closely related field.
- Experience: Four years of successful financial aid experience, and supervisory experience in career development and placement programs with experience working with the District's computerized financial aid software a plus.

Class Adopted: 03/01/09  
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