
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

MANAGEMENT VACANCY

CLASSIFIED SUPERVISOR

CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL

POSITION: DIRECTOR OF FINANCIAL AID

DEPARTMENT: ADMINISTRATION

FINAL FILING DATE: THURSDAY, NOVEMBER 20, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

LOCATION: *SCHEDULED TO BE ASSIGNED TO: WOODLAND COMMUNITY COLLEGE

SALARY: \$73,088 - \$84,655/YR. (Range 28, YCMA Management Salary Schedule) (Initial placement will not be higher than the above listed salary, the top step for this position is \$98,215/YR.)

COMMENCING: As Soon As Possible

BASIC FUNCTION: Under direction of the Dean of Student Services, the Director will plan, organize and manage the operations and activities of the Federal, State, locally and privately funded financial aid as well as veterans' benefits; prepare and monitor financial aid operational budgets and review and monitor the accounting and auditing of financial aid funds; supervise financial aid staff and provide direct support services to students.

REPRESENTATIVE DUTIES:

- Develop, recommend, implement, maintain and distribute policies, procedures, standards and guidelines for financial aid programs ensuring compliance with Federal and State laws and local regulations.
- Provide data required by Federal and State agencies including preparation for audits of financial aid records; complete required report for Pell recipients, complete the annual Application to Participate in Federal Student Financial Aid Programs, file Institutional Price and Student Financial Aid (IPSFA) and provide financial aid data for IPEDS.
- Manage funds, prepare and submit reports as required by the funding agencies.
- Administer the Federal Pell Grant, Federal Work Study, Scholarships, Veterans, BOG and other aid programs.
- Prepare, submit and monitor the annual operating budget for financial aid; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established Federal, State and District policies and procedures.
- Communicate with College and District administrators, Information Technologies, Fiscal Services and other personnel and outside agencies to coordinate activities and programs, resolve problems and exchange information.
- Calculate refunds and repayments for students who withdraw from classes.
- Ensure compliance with Satisfactory Academic Progress regulations.
- Participate in the short and long-term planning processes for financial aid; develop strategic planning goals and objectives.
- Maintain current knowledge of new or changing financial aid related regulations; develop and modify procedures and standards accordingly; incorporate creative guidelines and innovative trends into the financial aid, scholarship, veteran affairs, and federal work study programs.
- Determine eligibility of students for scheduled payments; authorize disbursement of Federal, State and private aid.
- Analyze and forecast expenditures for Federal, State and institutional grant aid, loan and work programs.
- Develop and maintain a system for the maintenance of confidential files, which include all documents required by financial aid funding entities.
- Manage, supervise and coordinate the daily operations of the financial aid office.
- Supervise and participate in the performance evaluation of assigned personnel; interview and recommend selection of job applicants; schedule and assign work; document performance and assure compliance with District personnel policies and procedures.
- Perform other related duties as assigned.

KNOWLEDGE OF:

- Financial Aid needs analysis methodology
- Student Financial Aid award packaging
- Federal, State and Community College rules and regulations governing Financial Aid
- Principles of budget preparation, monitoring and tracking
- Technical aspects of Financial Aid
- US Department of Education Title IV wide area network and related systems, including the Electronic Exchange (EDE) network, the EdFund network, and the California Student Aid Commission network, the GAPS
- Excellent oral and written communication skills
- Software used to interface with federal and state financial aid agencies and programs.
- Computer skills and complex software
- Modern office practices, procedures and equipment
- Federal and state student financial aid programs
- Financial aid fund management
- Information Systems application to financial aid
- Plan review and evaluation techniques
- Planning and budgeting processes
- Cost/benefit analysis

- Oral and written communication skills
- District organization, operations and objectives

ABILITY TO:

- Monitor, track and reconcile budgets
- Implement and monitor electronic exchange programs with various agencies
- Work under pressure with attention to detail and a high degree of accuracy in a high volume, fast paced, demanding environment
- Provide technical assistance to staff as needed
- Interpret and communicate laws, rules, regulations, policies and procedures
- Keep accurate, well-organized records for audit purposes
- Work independently and cooperatively with general public and internal staff
- Establish a working relationship with students, faculty, staff and community
- Appreciate and understand the diverse socio-economic, cultural, ethnic and academic background of community college students
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Prepare, present and interpret factual data and provide conclusions in written and oral form.
- Relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy

MINIMUM QUALIFICATIONS: Any combination equivalent to a Bachelor’s Degree in Business or Public Administration, Finance or related field and four (4) years of increasingly responsible experience with financial aid needs analysis, counseling, and packaging as well as Federal, State and private financial aid programs and software.

LICENSES AND OTHER REQUIREMENTS:

- Valid Driver’s License

WORKING CONDITIONS:

- Travel to conduct work

PHYSICAL ABILITIES:

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| • Travel at frequent intervals to conduct work | • Standing | • Sitting |
| • Reaching | • Walking | • Vision (near and far) for reading |
| • Hearing for ordinary conversation in person and on the telephone | | • Stressful conditions (cardiovascular fitness) |
| • Cognitive decision making (lack of mental impairment) | | • Sitting (occasionally for long periods of time) |
| • Lifting (overhead, waist level, from floor), carrying, and bending | | • Lift objects weighting up to 35 pounds |

REQUIRED DUTIES: Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

* This position is anticipated to be assigned to the Woodland Comm. College but may be assigned temporarily or permanently within the District.

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Woodland Comm. College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (CalPERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees’ Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 5 OF THE YCMA SALARY SCHEDULE.**

APPLICATION PROCEDURE & DEADLINE: A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901; OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **THURSDAY, NOVEMBER 20, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED NOR EMAILED MATERIALS
 – (APPLICATIONS, RESUMES, ETC.)

