
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

CLASSIFIED RECRUITMENT

CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL

POSITION: FINANCIAL AID STUDENT SERVICES ASSISTANT - .59 FTE – 23.6 HRS/WK
DEPARTMENT: FINANCIAL AID
FINAL FILING DATE: FRIDAY, SEPTEMBER 18, 2009 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)
LOCATION: *SCHEDULED TO BE ASSIGNED TO THE: CLEARLAKE CAMPUS
SALARY: \$1463.65 - \$1603.83/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$2022.02/MO.)
COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of an Associate Dean, perform specialized clerical and technical duties related to Financial Aid programs and services.

REPRESENTATIVE DUTIES:

- Perform specialized clerical and technical duties related to Financial Aid programs and services. (E)
- Resolve issues involving student financial aid applications, forms and records. (E)
- Interview students, evaluate documents and other materials, both written and oral, and determine student status as governed by existing laws; request information from students as necessary to complete files as required for each program. (E)
- Provide technical assistance and information to students regarding financial assistance. (E)
- Instruct students in correct procedures in completion of financial aid forms and applications; explain applications, requirements and restrictions; review completed forms for accuracy and completeness and submit to Technicians for packaging. (E)
- Process financial aid applications and forms; review records for changes in status; request transcripts, records and other information needed to determine status of applications and forms. (E)
- Prepare and transmit correspondence for financial aid students, verifying student status and other information; respond to requests from other educational institutions and agencies involving the verification of student financial aid status and records. (E)
- Maintain confidential records and files. (E)
- Process financial aid data submitted by other campus site personnel. (E)
- Input student payment data; record and prepare loan checks for technicians. (E)
- Make decisions regarding student awards, verify documentation and certify Board of Governors fee waivers. (E)
- Provide information to students, District officials, staff and other institutions as requested according to District policies. (E)
- Prepare & coordinate the schedule of assigned automated reports for assigned financial aid area of Student Services. (E)
- Operate computer terminal to enter financial aid student records; generate reports & verify student information. (E)
- Compile and prepare statistical and other reports and records; prepare and type letters and other correspondence.
- Attend meetings as assigned; provide a variety of other assistance to students regarding requirements of Financial Aid services.
- Perform related duties as assigned.

KNOWLEDGE OF:

- District organization, operations, policies and objectives.
- Applicable sections of the State Education Code and other applicable laws.
- Technical aspects of field of specialty.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.

ABILITY TO:

- Interpret rules, regulations and policies regarding financial aid in Student Services area.
- Operate office equipment including a computer terminal.
- Type reports from clear copy.
- Make arithmetic computations with speed and accuracy.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and three years of clerical experience involving frequent public contact.

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer and standard office equipment.
- Reaching overhead, above the shoulders and horizontally to maintain files.
- Sitting for extended periods of time.

HAZARDS:

- Contact with dissatisfied or abusive individuals.

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 Clearlake Campus 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 the Clearlake Campus 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/SALARY: The District offers a comprehensive benefits package for employees and dependents for positions whose FTE is .60 or higher, valued at over \$13,000 annually with currently no out of pocket expenses to employees or dependents for monthly premiums. The package includes health, dental, vision, one (1) life insurance policy and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security, 457/403b options, Vacation days - 7.33 hrs per month for the first year, 96 hrs per years, 1-5, 12 sick days and 20 holidays. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

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 you may call our TTY line at (530) 634-7760 OR visit our Web Site at www.yccd.edu It is the sole responsibility of the applicant to ensure that all application materials are received by the final filing date in the Human Resources Office by FRIDAY, SEPTMEBER 18, 2009 BY 12:00 NOON.

All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed, incomplete and/or late applications will not be forwarded for further consideration.

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