



PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF FINANCIAL AID

NATURE OF THE POSITION

Under the supervision of the Vice President of Instruction & Student Services, plan, organize, control and direct the operations and activities of the District's Financial Aid and Scholarships division; establish and implement the overall philosophy, goals, budget and operating procedures for the Financial Aid office; administer the award process, regulate institutional sources of financial assistance in compliance with applicable State, federal and local regulations and implement systems that support efficient financial aid service delivery and effective audit trails; create and enforce College policies and procedures for Federal and State regulations for Financial Aid and Scholarship award determination, issuance and compliance; train, supervise and evaluate the performance of assigned personnel.

DUTIES AND RESPONSIBILITIES

1. Plan, organize, control and direct the operations and activities of the Financial Aid and Scholarships division; communicate with financial aid personnel regarding changes, modifications and interpretations resulting from new or current legislation.
2. Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
3. Provide technical expertise, information and assistance to the Vice President of Instruction & Student Services, administrators, personnel, students and others regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
4. Advise students regarding eligibility and responsibility, program requirements, alternative resources and budgeting; interpret, explain and apply State and federal regulations and guidelines governing financial aid; conduct financial aid recruitment; review financial aid package awards.
5. Monitor each student for Return to Title IV Regulations; complete calculations and repayment letters; notify Fiscal Services of repayments owed by both student and institution.
6. Monitor legal and fiscal liability to the District in various aspects of financial aid program management through knowledge and interpretation of Federal and State laws and the California Education Code; interpret, apply and implement Federal and State guidelines and regulations governing financial aid programs.
7. Oversee the District's scholarship program; promote scholarship opportunities; collaborate with the PVC Foundation and local groups in the development of criteria and

- the selection process; provide the necessary information and documentation needed for committees to review and select recipients and monitor the distribution of awards.
8. Provide guidance to students in completing forms concerning eligibility and application for financial aid programs; complete applications for financial aid funds from appropriate outside agencies; meet with students to review appeals and education plans.
 9. Process the return to Title IV calculations, complete calculations and notify students of funds owed; keep informed of the status of Federal (Title IV), State and local financial aid programs.
 10. Review CalGrant, FTSG and check orders; process check orders, order adjusted checks; cancel checks as necessary.
 11. Verify and certify Veteran student enrollment; assist veterans with enrollment and processing information for payment.
 12. Direct the preparation and maintenance of a variety of narrative and statistical reports, records handbooks, and files related to personnel and assigned Financial Aid and scholarship programs and activities; submit reports to applicable agencies as required and assure reporting timelines are met.
 13. Maintain and review student files for accuracy; import student records from the Department of Education; determine financial aid and prepare award letters for financial aid recipients.
 14. Communicate with other administrators, personnel, students and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
 15. Develop and prepare the annual preliminary budget for the Financial Aid division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
 16. Operate a computer and assigned software programs; operate other office equipment as assigned; maintain and install updates to Financial Aid computer systems.
 17. Attend and conduct a variety of meetings, trainings and conferences as assigned; plan and conduct workshops and other outreach events or services to help inform prospective students of financial aid programs available at the College.
 18. Assist with data input of fee waivers as needed.
 19. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization and direction of the District's Financial Aid and Scholarships programs and services.
2. Federal and State financial aid regulations, reporting mandates, procedures and guidelines.
3. Various scholarships, grants, loans and awards, and related requirements.
4. Basic fiscal reporting techniques.
5. Financial and statistical record keeping techniques.
6. Veterans programs and services.
7. Budget preparation and control.

8. Oral and written communication skills.
9. Principles and practices of administration, supervision and training.
10. Applicable laws, codes, regulations, policies and procedures.
11. Interpersonal skills using tact, patience and courtesy.
12. Operation of a computer and assigned software.
13. Arithmetic computations.

ABILITY TO:

1. Plan, organize, control and direct the operations and activities of the District's Financial Aid and Scholarships division.
2. Maintain confidential financial and student information.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures governing financial aid.
5. Supervise and evaluate the performance of assigned personnel.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and timelines.
12. Work independently with little direction.
13. Plan and organize work.
14. Perform arithmetic calculations quickly and accurately.
15. Direct the maintenance of a variety of reports, records and files related to assigned activities.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in a related field from an accredited college or university.
2. Three years of progressively responsible financial aid experience in a post-secondary education environment.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

PREFERRED QUALIFICATIONS

1. Supervisory work experience.
2. Ability to speak, read, and write Spanish.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Management position.
2. Row 7 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.