VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE:  FINANCIAL AID OFFICER

BASIC FUNCTION:

Under the direction of a college Dean or other administrator, plan, organize, and direct the financial aid program at an assigned college in compliance with federal and state policies and regulations.

REPRESENTATIVE DUTIES:

Coordinate the federal and state financial aid programs at an assigned college, including grants, campus based programs, work study, and loan programs. E

Oversee the maintenance of records concerning student financial assistance programs. E

Explain programs and services to students, counselors, and faculty; conduct financial aid workshops; prepare and disseminate media materials such as brochures and press releases. E

Coordinate with the District Administrative Center in the preparation of federal and state reports; prepare and provide the Dean and others with periodic reports pertaining to the status of financial aid program; coordinate with other college departments and programs (i.e., EOPS, Counseling, Matriculation, A & R, etc.) to ensure student success. E

Conduct appropriate outreach and recruitment programs in feeder high schools and the community to meet the needs of the various student populations the college serves. E

Review financial aid eligibility decisions made by staff and resolve a wide variety of financial aid issues affecting students and staff; monitor student records to determine progress and achievement in relationship to the eligibility necessary for financial assistance. E

Train, supervise, and evaluate assigned classified and student financial aid personnel. E

Direct and monitor the review of student financial aid applications, determinations of financial need for applicants, the preparation of student financial aid packages, the transmittal of student award letters, and information provided to the District Administrative Center accounting department; supervise college-level activities involving the disbursement of financial aid awards. E

Prepare and coordinate financial aid records and other records, files, and reports; assist in developing the budget; monitor and control expenditures. E

Represent the college at local, state, and regional meetings; serve on college and district committees as directed. E

Direct the research activities of the office, including analyzing the effects of existing financial aid policies, forecasting the probable results of policy changes, and monitoring national financial aid trends. E

Coordinate the student emergency loan program. E

Revised February 2012
Established October 2001
FINANCIAL AID OFFICER (continued)

Work with internal and external auditors and program review personnel from the U.S. Department of Education, the California Auditor General, California Student Aid Commission, and local district auditors.  

Ensure compliance with all statutes and regulations applicable to the use of federal and state student aid resources.  

Establish and maintain timelines and priorities; ensure the smooth flow of required documentation; ensure the timely delivery of financial aid in its various forms to students.  

Operate financial aid management software; coordinate with the Information Technology Department in the operation of integrated systems.  

Perform related duties as assigned.  

**E = Essential duties**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Current Federal Uniform Methodology and Pell Grant need analysis regulations  
- Current practices, policies, and procedures concerning student financial aid need analysis, packaging, advising, income tax reports, and financial statements  
- Current management theory and practice  
- Student financial aid office operations  
- Federal and state statutes and regulations pertaining to student financial aid programs  
- Principles of organization, collection, and storage of data  
- Student financial aid packaging theory  
- Computer applications including spreadsheet, database, and financial aid management software programs

**ABILITY TO:**
- Implement detailed regulations  
- Communicate effectively, both orally and in writing  
- Explain financial aid programs, services, policies, and guidelines to staff, students, and the public  
- Train, supervise, and evaluate the performance of assigned personnel  
- Demonstrate sensitivity to clients with diverse cultures, languages, ethnic, and socioeconomic backgrounds  
- Establish and maintain cooperative and effective working relationships with others  
- Analyze situations accurately and adopt effective courses of action  
- Exercise sound professional judgment in making financial aid determinations  
- Work confidentially with discretion  
- Compile and verify data and prepare reports  
- Enter, modify, retrieve data and prepare reports using computer database, spreadsheet, and other software  
- Develop and maintain effective, customer-service based work teams  
- Work independently with little direction
FINANCIAL AID OFFICER (continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education:

Bachelor's degree from a recognized university

Experience:

Five years of increasingly responsible technical experience in a college or university financial aid office that included responsibility for determining financial aid eligibility and packaging awards in compliance with federal and state policies and regulations

WORKING CONDITIONS:

ENVIRONMENT:

Financial Aid Office environment
Constant interruptions and frequent interaction with students, staff, outside agencies, and the public

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time
Hearing and speaking to communicate with others
Seeing to review and inspect documents
Reaching to retrieve and file records