



| TITLE                                 | CLASSIFICATION | SALARY GRADE                  |
|---------------------------------------|----------------|-------------------------------|
| COORDINATOR, FINANCIAL AID & OUTREACH | CLASSIFIED     | GRADE: P                      |
| BOARD POLICY REFERENCE:               |                | 2015/16 Classification Review |

**JOB DESCRIPTION:**

Under general direction, coordinate and present financial aid outreach presentations to SRJC students, area schools, parents and community agencies on behalf of the District; advise students in their financial aid application process; serve as a lead worker to other classified staff.

**SCOPE:**

Coordinate community outreach efforts to students, schools, families, agencies, and other organizations that may benefit from financial aid; serve as the primary financial aid contact for special and high risk populations; maintain effective relationships with other departments, local schools, and community organizations. This position applies professional judgment to student aid eligibility and may waive student academic progress petitions and dependency overrides.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator, Financial Aid & Outreach is distinguished from other Financial Aid classifications by the in-depth knowledge of financial aid programs as exemplified by the duties listed below. This classification also serves as a lead worker to other classified staff in the area.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Develops and implements outreach activities for potential financial aid applicants.
2. Provides presentations, workshops, and information regarding SRJC and Financial Aid in schools and other community agencies.
3. Advises and assists prospective, continuing, and reentering students, including special populations and high risk students and parents on the availability of various financial aid programs, Satisfactory Academic Progress standards and with the application processes; assists students with resolving financial issues related to meeting the cost of their education.
4. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Deferred Action for Childhood Arrivals (DACA) regulations.
5. Monitor students' academic progress and evaluate continued eligibility; determines eligibility, awards aid and utilizes professional judgment.
6. Maintains current knowledge of changes in Federal and State regulations related to student financial aid programs; attends workshops and training programs.
7. Coordinates and maintains liaisons with campus departments, high schools and other community agencies as required; represents the District at outreach functions; collaborates with other departments to provide accurate financial aid information at general outreach events.
8. Coordinates and maintains liaison with departments, high schools and other community agencies as required; represents the District at outreach functions.
9. Creates marketing materials (English and Spanish preferred) for financial aid programs; monitors financial aid web pages provide current and accurate information.
10. Gathers data and prepares reports related to the District financial aid eligibility and outreach activities; maintains appropriate records and files.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

11. May train and direct the work of student and short-term, non-continuing employees.
12. Serves as a lead worker to other classified staff in the area.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Plan and provide presentations to individuals and groups; organize and oversee outreach events; interpret and apply rules, regulations and policies of the District and of Federal and State financial aid programs; analyze financial and educational needs of students and make appropriate referrals; assist students to define budgets to meet their educational needs and maintain a manageable debt burden produce informational materials; work independently with minimum supervision; provide effective customer service; communicate effectively in English (Bilingual English/Spanish preferred); maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Federal and State programs and regulations that provide financial assistance to students; interviewing techniques; relevant Federal, State and local laws, rules, regulations, and resources; needs' analysis, financial aid packaging, fee waivers, verification procedures, and student eligibility guidelines; standard office productivity software. Methods, practices and terminology used in financial record keeping.

Preferred additional knowledge: Department of Education, National Student Loan Data System and financial aid management software.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*  
Bachelor's degree.

*Experience:*  
Extensive (more than 4 years of full-time equivalent) experience working with government and/or funded programs, specifically Title IV financial aid programs, including some (less than 1 year full-time equivalent) experience working with low-income or minority groups. Previous (1-2 years of full-time equivalent) experience as a lead worker in a financial aid office is preferred.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

**SPECIAL REQUIREMENTS:**

Position requires frequent travel to various area high schools, organizations, and community agencies. Ability to lift up to 50 lbs. unassisted.