

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



FINANCIAL AID SUPERVISOR

**420158/ 33
FLSA: EXEMPT**

FILING DATES: OPEN – SEPTEMBER 30, 2011 / CLOSING – OCTOBER 31, 2011

	<u>Start</u>	<u>6 mos*</u>	<u>1 yr</u>	<u>2 yrs</u>	<u>3 yrs</u>	<u>4 yrs</u>	<u>5 yrs</u>
<u>SALARY:</u>	\$4587.25	\$4816.67	\$5057.50	\$5310.33	\$5575.83	\$5854.67	\$6147.40 per month
<u>HOURLY:</u>	\$26.465	\$27.789	\$29.178	\$30.637	\$32.168	\$33.777	\$35.466 per hour *probation

DEFINITION

This position assists with the administration of the Financial Aid office and provides training, guidance, and supervision to Financial Aid Office staff members to enable them to better assist students in the process of applying for and receiving financial aid. It also ensures compliance with federal and state regulations, as well as institutional policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Financial Aid. Exercises supervision of assigned staff.

CLASS CHARACTERISTICS

Financial Aid Supervisor is responsible for the day-to-day management and supervision of financial aid activities for the Financial Aid Office. The incumbent oversees and provides technical assistance to office staff in the intake of financial aid applications and supporting documentation, resolves complex and difficult financial aid processing and student account issues and works with governmental and private student aid funding agencies to resolve student account issues. The incumbent is also responsible for developing and maintaining record keeping systems and procedures in accordance with federal and state regulations. Assignments are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Financial Aid Supervisor is distinguished from Director of Financial Aid in that an incumbent in the latter class is responsible for the overall administration of District financial aid programs in addition to managing the operations of a campus financial aid office.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists with the management, administration and coordination of all the Financial Aid Office activities.
- Supervises, trains and provides work direction and guidance to assigned personnel.
- Assists with the coordination of the clerical, technical and professional operations of the Financial Aid office.
- Oversees the comprehensive financial aid computer system and various other related financial aid systems and programs utilized by the Financial Aid Office including the development and up-date of the Financial Aid web site.
- Provides leadership and support with complex technical and regulatory financial aid functions.

- Monitors and reviews the work of technical staff to ensure compliance and accuracy with all applicable state and federal policies and procedure, department guidelines.
- Coordinates the verification of enrollment of students prior to financial aid being disbursed.
- Advises students and assists staff with matters related to financial aid, scholarships and grants.
- Explains application procedures, rules and regulations and counsels students to resolve financial aid related problems or conflicts.
- Maintains current knowledge of federal and state rules, regulations and policies and procedures related to the student financial aid programs.
- Interprets and implements procedural changes as required.
- Compiles information and data and prepare various financial aid reports for distribution to appropriate state and federal agencies.
- Maintains cooperative working relationships with campus departments and personnel, governmental agencies, financial institutions, and other colleges and universities concerning financial aid operations.
- Reaches out to students and community and promote the benefits of financial aid programs.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Supervisory procedures and practices including effective recruitment and selection; assigning and delegating work, evaluating performance, motivating employees, training and developing staff, handling grievances and imposing corrective and/or disciplinary action.
- Current Federal and State and institutional regulations concerning financial aid and scholarship procedures and policies.
- Methods and techniques of needs analysis and financial aid packaging.
- Basic principles and practices of fiscal, statistical and administrative research and report preparation.
- Counseling and interviewing techniques and methods.
- Data processing systems and software applicable to analysis, awarding and disbursement of student financial aid.
- Modern office practice and procedures.
- Effective analytical and report writing techniques.
- Interpersonal skills that require tact, patience and diplomacy.

Ability to:

- Effectively interpret and apply federal, and State financial aid and scholarship laws, regulations, and procedures.
- Assemble and analyze data, prepare reports and make appropriate recommendations to college officials and government agencies.
- Communicate effectively both orally and in written form.
- Establish and maintain effective working relationships with others.
- Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.
- Operate a computer and appropriate office equipment.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's degree from an accredited college or university with a major in Business or Public Administration or a closely related field; and three years of progressively responsible experience managing a comprehensive and diverse financial aid program including one year of supervisory experience. Knowledge of financial aid software programs is also required.

Equivalency: Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL ELEMENTS

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

PRE-EMPLOYMENT REQUIREMENTS/CLEARANCES

- Criminal Justice Fingerprints.
- Tuberculosis screening.
- District pre-placement drug testing at District expense.

BENEFITS PACKAGE

- Diversified medical, dental, vision and life insurance programs.
- \$50,000 term life insurance plan, long term care and long term disability insurance plans.
- Benefits also include 22 vacation days and 12 sick days per year.
- Staff members contribute a percentage of their monthly salary to the State Teachers Retirement System (STRS) or Public Employees' Retirement System (PERS) and, where applicable, to Social Security.

APPLICATION PROCEDURE:

To ensure full consideration, qualified candidates must submit:

- Compton Community College District Classified Application Online
- Upload the following documents:
 - Cover Letter (Letter of introduction highlighting your education and experience.)
 - Resume.
 - Copies of pertinent transcript(s)
 - *Transcripts from countries other than the United States must be evaluated by an agency that is a member of the National Association of Credentials Evaluation Service (NACES)

ALL APPLICATIONS MATERIALS MUST BE
SUBMITTED ONLINE AT:

www.district.compton.edu/administration/human-resources

REASONABLE ACCOMMODATIONS:

Any individual with a disability, who requires reasonable accommodation, may request assistance by contacting the Human Resources Office at (310) 900-1600 extension 2144, or completing form PC1105, a minimum of five (5) working days prior to closing date for this position.

Selection Procedure

- Applications will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement.
- Applicants who meet the basic qualifications and who are also deemed to possess the highest degree of desirable qualifications will be invited to the college at their own expense. During the campus visit, each applicant will be tested and/or interviewed.
- The Human Resources Office will rate responses to the questions or interview questions.
- Based upon this rating, a small number will be invited to the campus a second time for an interview.

EMPLOYMENT INFORMATION:

To be considered in the initial committee review, all materials requested in this vacancy notice must be received no later than the filing deadline. Applicants wishing to apply for more than one position must submit separate materials for each position. The District does not return materials submitted in application for a position. (Copies of original documents are acceptable.) SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY.

During the interview, consideration will be given to factors in addition to education and experience, including but not limited to professional development, ability to work with others, and commitment to meet student needs.

The District reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interview.

Applicants who are eliminated from consideration will be notified by letter or email. Candidates should not expect official notification of the status of their candidacy until the Special Trustee has acted upon the District's recommendation for employment.

The District reserves the right to extend the deadline, re-advertise the position, or to delay indefinitely filling this position if it is deemed that applicants for the position do not constitute an adequate applicant pool. Staffing of this position is contingent upon the availability of funding.

ABOUT THE DISTRICT

El Camino Community College District became the partner district to Compton Community College District in August of 2006. Under the agreement with El Camino College, the El Camino College Compton Community Educational Center provides accredited instructional and student support services to our students with and on behalf of the Compton Community College District.

The 83-acre campus is located on Artesia Boulevard, just north of the Artesia freeway and west of the Long Beach freeway. The Compton Community College District continues to serve the communities of Compton, Carson, Lynwood, North Long Beach, Paramount and Willowbrook. The District has been a viable part of the community since 1927.

The Compton Center is a welcoming, learning community in which the campus as a whole collaborates to serve and assist students in pursuit of their respective goals. It serves as an integrated cultural Mecca, and functions in a unified fashion so that all current and prospective students receive consistent messages regarding the importance of learning and our commitment to assist them in achieving their learning objectives.

Compton is "The Place to Be!" We will continue to serve our community with the goal of giving all students the education and skills needed to succeed in our global economy.

MISSION STATEMENT: The Compton Community College District is dedicated to providing the residents of its service region with diverse educational, career and cultural opportunities. The District is committed to offering a comprehensive curriculum in a safe, friendly and accessible environment that prepares students to achieve their personal professional goals.

THE COMPTON COMMUNITY COLLEGE DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. Compton Community College District is an Equal Opportunity/Affirmative Action employer and does not discriminate in employment on the basis of sex, sexual orientation, race, color, religious creed, marital status, denial of Family & Medical Care Leave, national origin (including language limitations), ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, or other protected classes, or obligations to the National Guard or Reserve Forces of the United States. For specific details on this policy, please contact Rachele Sasser, EEO Compliance Officer, at (310) 900-1600, extension 2140.

IMPORTANT NOTICE

To be included in the initial screening, application materials must be received no later than the closing date.