



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, FINANCIAL AID & OUTREACH	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: New position		Board Approved: 11/03

JOB DESCRIPTION:

Under direction, coordinate financial aid outreach presentations for the District; give informational presentations to SRJC students, area high schools, middle schools, parents and community agencies; advise students in their financial aid application process; serve as a lead worker to Financial Aid Technicians, and perform related work as required.

SCOPE:

Coordinates community outreach efforts to students, schools, families, agencies, and other organizations that may benefit from financial aid; maintains effective liaison programs and relationships. The Coordinator applies professional judgment to student aid eligibility and may waive student academic progress petitions according to judgment.

DISTINGUISHING CHARACTERISTICS:

The Financial Aid & Outreach Coordinator 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.

1. Develops, implements, and organizes outreach activities for potential Financial Aid applicants.
2. Makes presentations, leads workshops, and disseminates information regarding the College/Financial Aid in high schools and other community agencies; conducts recruitment efforts among targeted groups to promote financial aid availability and to encourage students to apply and educationally advance.
3. Advises and assists prospective, continuing and reentering students and parents on the availability of various financial aid programs, and with the application processes.
4. Assists students with resolving financial problems and budgeting issues related to meeting the cost of their education.
5. Monitors students' academic progress to evaluate continued financial aid eligibility.
6. Maintains current knowledge of changes in federal and state regulations related to student financial aid programs, attends workshops and training programs.
7. Performs needs analysis to determine student eligibility for aid.
8. Coordinates and maintains liaison with various campus departments, high schools and other community agencies as required; represents the College at various outreach functions.
9. Assists Student Services efforts in providing a coordinated approach to outreach activities on behalf of the financial aid program.
10. Creates brochures and other advertising materials for various financial aid programs.
11. Coordinates currency and maintenance of web pages and auto attendant.

12. Promotes financial aid availability through advertisements and articles in appropriate publications.
13. May train and direct the work of student assistants or short-term, non-continuing employees.
14. May serve as a lead worker to other classified staff in the area.
15. Gathers data and prepares reports related to the College/financial aid enrollment and outreach activities; maintains appropriate records and files for financial aid recipients.

EMPLOYMENT STANDARDS

ABILITY TO:

Demonstrate public speaking experience; plan and present informational programs and give presentations to individuals, small and large groups; oversee group activities; interpret and apply the rules, regulations and policies of the District and of State and Federal financial aid programs; analyze financial and educational needs of students and make appropriate referrals; operate a personal computer and enter data into a computer database; produce public informational materials; work independently with minimum supervision; communicate effectively in English; maintain cooperative working relationships; train and direct the work of others; 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; operation of personal computer software programs including word processing, spreadsheet and desktop publishing tools. Methods, practices and terminology used in financial record keeping; effective human relations skills and training.

Preferred additional knowledge: needs' analysis, financial aid packaging, fee waivers, verification procedures, and student eligibility guidelines; Department of Education and National Student Loan Data System computer software.

MINIMUM QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree in a related discipline.

Experience:

Three years working with government and/or funded programs, specifically Title IV financial aid programs, including two years experience working with low-income or minority groups. Experience working as a lead person in a computerized financial aid office is preferred. Bilingual skills (English/Spanish) are 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.

