Employment Opportunity

Financial Aid Advisor

CL05-11
(categorically funded assignment)
Apply by: Tuesday, April 12, 2005, 4:00 p.m.

Class Characteristics

This single position class has extensive contact with students and others to interpret and explain regulations, obtain information and resolve the most difficult problems related to the receipt of financial aid. Responsibilities also include outreach to potential College students, utilization of the computerized financial aid database, and provision of technical support and instruction to financial aid staff.

Examples of Duties

- Under the Direction of the Director, Financial Aid, conducts workshops for potential students and their parents and school counselors to explain policies and procedures
- Meets with students on a one-on-one basis to provide information and explains benefits and requirements of various programs to students
- Develops an orientation schedule and coordinates arrangements with various schools
- Prepares, edits and updates brochures and other information related to financial aid programs; provides for the distribution of such information to appropriate sources
- Resolves difficult student financial aid problems by meeting with students and others
- Obtains additional information and explores alternative sources of financial aid
- Provides routine day to day instruction and technical direction to office staff
- Reviews, analyzes and processes student applications for various types of financial aid and/or similar benefits in accordance with state, federal and College guidelines
- Assists students in completing applications and other materials
- Certifies student eligibility for particular programs
- Enters student information into the computer processing system
- Monitors ongoing status of students receiving aid
- Prepares correspondence, reports and other written materials
- Attends workshops, conferences and meetings to gather and disseminate information
- Maintains accurate records and files
- Acts as the Director of Financial Aid on a relief basis
- Performs related duties as required or assigned
Qualifications

Equivalent to completion of two years of college with major coursework in a field related to the work and three years of increasingly responsible experience in financial assistance services, at least one year of which is in the review and processing of student financial aid applications.

Please Note: Additional experience as outlined above may be substituted for the required education on a year-for-year basis and possession of a four-year degree may reduce the work experience requirement to two years.

Knowledge of:

- Techniques for dealing with individuals from diverse academic, ethnic, socioeconomic and cultural backgrounds
- Federal and state laws and College rules and regulations relating to financial aid for students
- Business data processing principles and the data base model used for financial aid applications
- Record keeping principles and procedures
- Standard office practices and procedures
- Business mathematics
- Correct English usage, including spelling, grammar and punctuation
- Basic supervisory principles and practices

Skill in:

- Interpreting, explaining and applying complex rules and procedures
- Resolving financial aid problems in a creative manner
- Analyzing and evaluating alternatives, recommending solutions, and assisting students to obtain the full awards available
- Organizing and prioritizing work
- Instructing others in work procedures
- Interviewing students and obtaining required information
- Preparing clear and concise informational materials and correspondence
- Using initiative and sound judgment within established procedural guidelines
- Maintaining accurate records and files
- Maintaining confidentiality of information
- Making accurate mathematic calculations
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Typing with sufficient speed and accuracy to enter data into a computer data base

Other requirements:

- Must possess a valid California driver’s license or be otherwise able to get to meetings away from the work site
- Must be willing to attend off-hours and various campus related meetings

*$3293 to $3631 per month to start, plus fringe benefits; seven-step schedule to $4414 per month plus employer-paid retirement contribution (PERS); full time, categorically funded assignment, 12 months per year; Monday through Thursday, 9:00 a.m. to 6:00 p.m., Friday, 8:00 a.m. to 5:00 p.m. Position scheduled to begin as soon as possible, pending funding and Governing board ratification.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined.
Cabrillo College provides a benefit stipend up to $4,979.16 per year for employee only and up to $9,013.32 per year for employee plus one dependent, and $12,348.96 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary up to $100.00 per month.

How to Apply Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
Fax: (831) 477-3545

Postmarks or E-mail transmittals are not accepted

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application
b) Resume – job related
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant).
   • Transcripts from all colleges attended (copies are acceptable) to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.
e) Criminal History Inquiry Supplemental to Application
f) Current California driver’s license and current DMV print-out

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered. An eligibility pool may be established.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Tuesday, April 12, 2005. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.