ABOUT THE POSITION
Under the direction of the Dean of Student Affairs, and working closely with El Camino College Director of Financial Aid, the Compton Community College District Financial Aid Director will plan, organize and administer the activities and operations of the Compton Center Financial Aid Office; implement the Center's student employment program; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES
Plan, organize and administer the activities and operations of the Financial Aid Office; develop and recommend goals, objectives, policies and procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, and disciplinary action; provide or coordinate staff development activities.

Monitor and review the work of technical staff to assure compliance with state and federal policies and regulations; monitor the compliance with department guidelines; recommend improvement and adjustments to inconsistencies or errors in work products; review award decisions of department personnel.

Serve on financial aid appeals committee; investigate and recommend appropriate determination of student requests for reinstatement of aid or exception to policy; recommend and implement changes to appeals committee guidelines.

Conduct financial aid workshops for students and their parents; provide direct, in-depth information and advice to potential applicants; advise students in matters related to financial aid, scholarships and grants, explain application procedures, regulations and policies.

Counsel students to resolve problems or conflicts; assist staff in identification and implementation of confrontation-reduction techniques.

Coordinate the verification of enrollment of students prior to financial aid check disbursement; confirm that criteria are met for release of funds to students.

Coordinate the Center’s student employment program; allocate funds from the student employment budget to departments on campus; evaluate department requests for additional funding for student employment.

Monitor student enrollment and academic progress to determine continued eligibility; inform students of approval or denial of financial aid appeals.

Develop, prepare and effectively administer the department’s annual budget; analyze and review budgetary and financial data; control and authorize department expenditures in accordance with established guidelines and directives.

Direct and prepare a variety of narrative and statistical reports; present and maintain department reports and information; prepare and maintain records and files related to assigned personnel and department activities.

Effectively communicate with other administrators, managers, faculty, staff, and organizations outside the Center to coordinate activities and programs; resolve issues and conflicts and exchange information.

Effectively utilize and manage the department’s use of computer information systems.

MINIMUM QUALIFICATIONS
This position requires:
• Bachelor’s Degree in business administration, social science or related field.
• Five years increasingly responsible financial aid or related experience including one year in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS
Valid California Driver’s License

SALARY
$80,963- $103,700 annually.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month classified management position. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

BENEFITS PACKAGE
The Compton Community College District has a diversified medical, dental, vision and life insurance program. The District provides a $50,000 term life insurance plan, long term care and long term disability insurance plans. The District also contributes $7,000 annually towards the cost of health, dental and vision insurance. Additionally, employees are able to contribute to a tax sheltered annuity program (proof of medical coverage is required). 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
ABOUT EL CAMINO COLLEGE COMPTON EDUCATIONAL CENTER

El Camino Community College District became the partner district to Compton Community College District in August 2006. Under agreement with El Camino College, the Compton Community College District is continuing to provide accredited instructional and student support services to meet the needs of our students via the El Camino College Compton Community Educational Center.

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.

The partnership between El Camino College and the Compton Community College District affirms their commitment to providing equal employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age and Vietnam-era status.

APPLICATION PROCEDURE
Applications must be received by 4:30 p.m. on Tuesday, May 8, 2007. Faxes and postmarks will not be honored. All documents submitted become the property of the Compton Community College District and will not be returned.

To apply, candidates must submit a completed application packet which includes a District application, cover letter, resume, three references (name and contact information of individuals who can attest to recent professional preparation and experience pertinent to this position) and copies of pertinent transcript(s).

ADDRESS APPLICATION AND INQUIRIES TO:
Compton Community College District
Human Resources Office
1111 East Artesia Boulevard
Compton, CA 90221-5393
(310) 900-1600, ext. 2144

For additional information and application materials, please visit our website at:

www.compton.edu