



El Camino College Director, Financial Aid



BASIC FUNCTION

Under the direction of the assigned Dean, the Director of Financial Aid will provide administrative oversight of the Financial Aid Office at El Camino College. The Director of Financial Aid will ensure compliance with federal, state, and institutional policies, procedures and regulations that pertain to eligibility determination, awarding and disbursement of financial aid. The Director of Financial Aid is responsible for the hiring, training, supervision and evaluation of assigned personnel.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

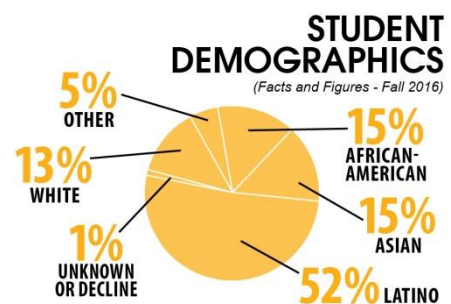
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning, equity and success in collaboration with our diverse communities.



DIRECTOR, FINANCIAL AID

Division: Financial Aid/Enrollment Services

Posting Closing Date: August 30, 2021

Req: C2122-005

Location: El Camino College

Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The duties of the Director of Financial Aid may include, but not be limited to, the following:

- Interpret, apply and enforce federal, state and institutional financial aid policies, procedures and regulations that pertain to eligibility determination, awarding and disbursement of financial aid.
- Hire, train, supervise and evaluate assigned financial aid personnel. Provide training to assigned personnel to ensure compliance with policies, procedures and regulations and provide excellent customer service.
- Participate in and travel to professional development functions locally, regionally and nationally to ensure compliance with federal, state and institutional policies, procedures and regulations.
- Participate in financial aid outreach activities and College District sponsored functions on and off-campus to educate prospective and current students about federal, state and institutional financial aid opportunities.
- Develop and maintain a Financial Aid Policies & Procedures Manual in compliance with federal, state and institutional policies, procedures and regulations.
- Collaborate and work in partnership with the U.S. Department of Education, California Student Aid Commission, Foundation for California Community Colleges and the California Community Colleges Chancellor's Office.
- Collaborate and work in partnership with Administrative Services to ensure financial aid reports are submitted accurately and on-time, compatibility with external software programs, eligible students are sent debit cards, successful execution of drawdowns and Return of Title IV funds, and that financial aid disbursements are made according to an established schedule.
- Collaborate and work in partnership with the Foundation & Scholarship Office and other College District entities to determine eligibility, award and disburse federal, state and local financial aid.
- Collaborate and work in partnership with the Office of Public Relations & Marketing to develop, maintain, and update informational and outreach materials and develop communication tracks in various communication mediums including hardcopy, online and social media.
- Serve as the main liaison between the College District and any third party vendor for the disbursement of financial aid.
- Participate on College District assigned committees, work groups, and campus-wide initiatives that address enrollment management and help improve student retention, persistence, graduation and transfer.
- Draft, submit, assess and revise, College District documentation that includes, but is not limited to, Accreditation, Program Plans, Program Reviews and Service Area Outcomes.

- Direct the preparation, maintenance and on-time submission of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; and complete surveys and reports as required by federal, state and institutional policies.
- Prepare for and participate in audits and investigations conducted by federal, state and institutional entities and respond in-kind.
- Develop and prepare the annual preliminary budget for the Financial Aid Office; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established policies, procedures and regulations; and monitor assigned accounts and assure proper utilization of funds.
- Determine need for hardware and software; communicate with Information Technology Services (ITS) personnel to discuss needs and develop systems; select and order equipment; and participate in the installation of equipment and systems.
- Operate computer hardware equipment, software programs and systems, and other office equipment to complete assigned duties and responsibilities.
- Advise prospective and current students regarding financial aid; review professional judgment cases; and render decisions on financial aid related matters.
- Collaborate and work in partnership with colleagues on and off-campus to resolve issues, address conflicts, and exchange information.
- Meet and communicate with students to address and respond to complaints and concerns regarding financial aid eligibility, awarding, and disbursement.
- Maintain current knowledge of federal, state, and institutional financial aid related policies, procedures, and regulations.
- Attend a variety of meetings as assigned including staff, division, area, and College District functions.
- Perform other duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Must have a Master's Degree in business administration, education administration, finance or related field **AND** five (5) years of responsible, direct work experience in a financial aid office including two years in a supervisory or management role **OR**

A Bachelor's Degree in business administration, education administration, finance or related field **AND** eight (8) years, responsible, direct work experience in a financial aid office including a minimum of three (3) years in a supervisor or management role.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

In-depth federal, state, and institutional regulations governing financial aid, including grants, scholarships, work study and loan programs.

Data processing systems, computer hardware and computer software required to determine eligibility, award, and disburse financial aid.

Protocol and skills to train and supervise assigned personnel.

Accounting procedures and budget management.

Oral and written communication skills.

Applicable federal, state, and institutional policies, procedures and regulations.

Interpersonal skills using tact, patience and courtesy.

Abilities/Skills:

Demonstrate sensitivity to and understanding of college students that come from diverse academic, socioeconomic, ethnic and racial backgrounds.

Develop positive rapport with assigned financial aid personnel to develop a sense of teamwork.

Interpret, apply, and enforce federal, state, and institutional policies, procedures, and regulations.

Hire, train, supervise, and evaluate assigned personnel including student workers.

Work independently on complex financial aid issues and processes.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate computer hardware, computer software, and other appropriate office equipment.

Analyze situations accurately and adopt an effective course of action.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS

May be required to drive to off-site locations periodically.

Move from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Diverse work environment.

Ability to lift up to 25 pounds.

CONDITIONS OF EMPLOYMENT

Full-time, twelve-month classified administrative position subject to a probationary period. Working hours are Monday through Friday 8:00 a.m. until 5:00 p.m. Excellent fringe benefits including eight 32-hour work weeks during the summer.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

SALARY: \$119,009 Annually

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE** PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date:

https://elcamino.formstack.com/forms/reasonable_accommodation_request_form

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

Closing Date: Monday, August 30, 2021 at 3:00 p.m.

The campus will be on summer schedule and will be closed on Fridays starting June 25, 2021 through August 13, 2021.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

BENEFITS

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College

Human Resources

Mark Rogers

310-660-3593, Ext. 3479

mrogers@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

El Camino College is an Equal Opportunity Employer

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.