



El Camino College

Financial Aid Assistant



ABOUT THE ROLE

Under the general supervision of an assigned supervisor, perform a variety of routine technical and general clerical and office support duties in support of the District's Financial Aid programs, functions, and office. Provide quality customer service in a multi-culturally diverse environment and do other related work as required.

The Financial Aid Assistant is assigned routine technical duties in addition to general clerical work of average difficulty. Positions assigned to the Financial Aid Assistant classification are distinguished from the Clerical Assistant class in that positions assigned to Financial Aid Assistant are required to obtain a breadth of knowledge necessary to assist students at the front counter, to assist their assigned Financial Aid Advisor, and to support their assigned program area.

This position is contingent upon available categorical funding

MISSION STATEMENT

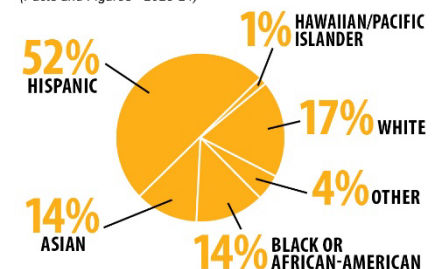
El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres 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 thousands of 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, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring 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.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



FINANCIAL AID ASSISTANT

Division: Financial Aid & Basic Needs

Posting Closing Date: 12/10/2025

Req: C2526-024

Location: El Camino College

Position Type: Classified

(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)

REPRESENTATIVE DUTIES

Serve as assistant to a Financial Aid Advisor with specific financial aid programs.

Receive and review incoming documents for completeness, accuracy, and signature; make determinations regarding any documents necessary to complete the file; input documents received.

Prepare Satisfactory Academic Worksheet; assist with satisfactory academic progress reviews.

Print El Camino College transcripts and ISIRS using institutional and Federal software.

Request additional documents if student is selected for verification and resolve "C" codes. Utilize various websites and other resources to assist advisors and students to resolve "C" codes.

Provide information to students, parents, the campus community, and other institutions regarding financial aid policy and procedure.

Assist with workshops on campus and at local high schools; participate in orientations; assist with the preparation of Financial Aid office workshops, seminars and orientations.

Perform a full range of general clerical duties in support of assigned operations and programs; post information to operational, business, and student records; type, screen, proofread, and duplicate a wide variety of documents; receive, sort and route mail; sort and file documents and records according to predetermined classifications, maintaining alphabetical, index, and cross-reference files.

Answer the telephone and perform receptionist duties including assisting students, faculty, staff, and the general public; provide information and refer callers and visitors to appropriate personnel and offices as required.

Compile, list, and summarize information for review by supervisor; prepare routine or recurring reports according to established procedures.

Perform basic mathematical calculations in the performance of duties.

Operate office equipment including a typewriter, personal computer, scanner, copier, and other office equipment.

Perform other related duties as assigned.

JOB QUALIFICATIONS

Education and Experience:

Any combination equivalent to: graduation from high school, GED or California Proficiency Exam (CPE) and two years of front office, customer service, and clerical experience performing duties similar to those described above or any combination of training, education, and experience that would provide the desired knowledge and ability to carry out successfully the assignments of the position.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases. Federal financial aid software including Datatel and EDEpress.

Principles and practices used to establish and maintain files and information retrieval systems.

Receptionist and telephone techniques and etiquette.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Applicable Federal, State, and institutional regulations, requirements, and procedural guidelines pertaining to governmentally funded programs and documents for student financial assistance.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Abilities/Skills:

Perform a variety of technical and general clerical work of average difficulty involving the use of independent judgment and personal initiative.

Understand the organization, operation, and services of the Financial Aid Office and of outside agencies as necessary to assume assigned responsibilities.

Understand and apply administrative and departmental policies and procedures.

Understand Federal Pell Grant, FSEOG, and Federal Work Study requirements.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Accurately keyboard, type, and proof work.

Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.

Plan and organize work to meet changing priorities and deadlines.

Respond to requests and inquiries from the general public.

Meet critical deadlines while working with frequent interruptions.

Work independently in the absence of supervision.

Exercise good judgment.

Maintain confidentiality in handling critical, sensitive information, records, and reports.

Understand and follow oral and written instructions.

Operate a variety of office equipment such as a typewriter, computer terminal, calculator and copier.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

WORKING CONDITIONS

Typical office setting.

Hand and finger dexterity to operate various office equipment.

Extensive computer work

Long periods of standing and sitting.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

CLOSING DATE: WEDNESDAY, DECEMBER 10, 2025 AT 3:00 P.M.

SALARY: Starting salary is \$4,696 per month. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$6,012 monthly).

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

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Working hours will be in-person, Monday through Friday 8:00 a.m. until 5:00 p.m. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

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.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com/ada-job-applicant-accommodation-request)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

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.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Résumé including educational background, professional experience, and related personal development and accomplishments.

IMPORTANT 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 4:30 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).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Pamela Jones

310-660-3593, Ext. 3478

pjones@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. 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.