



COLLEGE OF MARIN
invites applications for the position of:
Assistant Director of Financial Aid

SALARY: See Position Description

OPENING DATE: 09/28/12

CLOSING DATE: 10/19/12 11:59 PM

DESCRIPTION:

This position reports to the Director of Financial Aid and provides direction and leadership for the day-to-day operations of the Financial Aid Office. The Assistant Director of Financial Aid is responsible for supervising and managing Financial Aid staff and data operations, including overseeing/monitoring the data input into Banner. The position will also work closely with the Director of Financial Aid to correctly implement financial aid policies, procedures, and initiatives which support the objectives of the College.

ESSENTIAL FUNCTIONS:

Manage internal and external electronic processes/data exchanges relating to student aid administration using systems including Banner, EdConnect, EDEExpress.

Communicate with users and IT staff to develop a thorough testing of software and database performance before new applications are released into production; assures systems requirements are fully tested and data validation and integrity rules and standards are enforced.

Supervise, direct and evaluate Financial Aid staff, manage the training of end-users, and oversee management of manual systems, providing leadership and guidance to Financial Aid department, as needed.

Assist staff with operational difficulties and malfunctions encountered in existing programs; identify and resolve malfunctions, enhancing applications as required.

Provide timely and accurate review of financial aid applications and appeals, packaging and awarding student financial aid in accordance with institutional, federal and state policies and regulations.

Oversee Federal Grant and Loan reporting, reconciliation and year end close out as required.

Maintain Financial Aid web page.

Oversee management of existing manual systems.

Oversee aid recalculations (including R2T4), repayments and monitoring for students who have changes to enrollment status.

Assist Director in developing and maintaining office policy and procedures.

Provides oversight and support in processing the Federal Direct Loan program and Common Origination and Disbursement.

OTHER FUNCTIONS

Assists other personnel for the purpose of supporting them in the completion of their work activities.

REQUIREMENTS & DESIRABLES:**REQUIREMENTS**

- 1.) Equivalent to a Bachelor's degree from an accredited institution in a major that is relatively related to the assignment; **and**
- 2.) Two (2) years of related experience in an educational environment or related area, as well as experience with integrated information systems (preferably Banner); **and**
- 3.) A comprehensive knowledge of federal and state financial aid regulations; **and**
- 4.) Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

REQUIRED CLEARANCES

Criminal Justice/Fingerprint Clearance

Tuberculin (TB) Clearance

KNOWLEDGE, SKILLS AND ABILITIES (Desirable Attributes & Skills)

SKILLS are required to perform multiple tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records. Use of new or additional equipment brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of the job.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: community college educational requirements and Title V regulations; standard accounting principles and practices; and concepts of grammar and punctuation.

ABILITY is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing various processes some of which may be undefined; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with constant and sustained interruptions; working with detailed information/data.

REQUIRED APPLICATION DOCUMENTS

A. Cover Letter

B. Resume

C. Copy of college transcript conferring Bachelor's degree (*Select "Transcript" as the attachment type when making your attachments. Attaching an unofficial copy of your transcript is acceptable for application purposes, as long as it confers the degree. An official transcript would be required upon hire.*)

NOTE: If you are asserting equivalence as described in the Requirements section, and do not hold at least a Bachelor's degree as listed, please attach a transcript(s) for whatever college

coursework you have completed; if you have not completed any college coursework, you do not need to attach a transcript. If you hold a degree(s) beyond the Bachelor's degree, please attach copies of your transcripts from these programs as well.

FOREIGN DEGREE HOLDERS: All foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major, and the Foreign Credential Evaluation must be attached to your application before your application will be considered. Not attaching your Foreign Credential Evaluation will render your application incomplete. Evaluations should include a course-by-course evaluation and provide the name of the institution attended, a description of your credentials, the major field of study, and the U.S. equivalent for each credential. For a list of evaluating agencies, visit the [State of California Commission on Teacher Credentialing](#). Note: Even if you obtained your graduate degree(s) in the U.S., you must attach a Foreign Credential Evaluation for your undergraduate degree if it was obtained outside the U.S.

SUPPLEMENTAL & SALARY INFORMATION:

WORK SCHEDULE

Campus: Kentfield & Indian Valley Campus (Novato)

Full-time Equivalent: 1.0

Months per Year: 12

Work Days/Hours:

Monday - Friday, plus occasional Saturday and evening hours during peak times

8:00am to 4:30pm (one-hour lunch)

7.5 Hours per Day

37.5 Hours per Week

SALARY INFORMATION

FLSA Status: Exempt

Salary Range: SUPR 900

Starting Salary Range: \$4,995.25 to \$5,507.13 per month (Step A to C). Normal entering step is Step A.

Please refer to our [Human Resources](#) web site for salary schedules.

College of Marin is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in employment on the basis of, or perception of, race, ethnic group identification, ancestry, color, religion, age, sex, national origin, sexual orientation, physical disability, mental disability, gender, gender identity, gender expression, marital status, medical condition, genetic information, genetic condition, status as a Vietnam-era veteran, and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Civil Rights Act of 1991, Americans With Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with Executive Order 11246 (as amended), the College of Marin is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://jobs.marin.edu>

835 College Avenue
Kentfield, CA 94904
415-485-9340

hrjobs@marin.edu

Position #2012-00118
ASSISTANT DIRECTOR OF FINANCIAL AID
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