

**ASSOCIATE DEAN, STUDENT FINANCIAL AID**

**DEFINITION**

Administers operational policies and procedures mandated by federal, state, and district guidelines relating to the processing of application, packaging, distribution and documentation of student awards, ensuring confidentiality of award files.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to the Vice President of College Services.

**EXAMPLES OF DUTIES**

Coordinates the day-to-day operation of the college financial aid office in its functions of analyzing students financial needs, loans, grants, college work study, scholarship information and maintenance of records and files.

Directs the management and training of the financial aid staff and evaluation of the staff.

Prepares of all required federal, state and district fiscal and statistical reports.

Prepares of formal applications for federal and state government funds and maintenance of necessary statistical and accounting records.

Works cooperatively with auditors and other outside reviewers as required.

Develops office budgets and assessing staffing, facilities and equipment requirements for the financial aid office.

Represents the college to community groups, public and private organizations and governmental agencies regarding local, regional, and national issues concerning financial aid for students.

Provides in-service training for academic staff regarding the financial aid program.

Works cooperatively with the College Services Cabinet to ensure coordination of student services.

Performs related work as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Affirmative action policies.

**Ability to:**

Communicate effectively both orally and in writing.

Work effectively with the faculty, staff, students, management and the community.

Manage and supervise areas under the direction of this position.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

#### **Education:**

Minimum of graduation from an accredited college or university with a Masters degree.

#### **Experience:**

A minimum of three years full-time paid experience in administering a major fiscal program, including interviewing of applicants and financial counseling.

A minimum of two years of successful experience administering a California Community College financial aid program is preferred.