

SELECTION PROCEDURE

Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for this position. Interviews will then be conducted by the selection committee. Employment is contingent on approval by the Board of Trustees.

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee's identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

Equal Opportunity Employer

10/06/09

Cerritos College

Human Resources

**CLASSIFIED
EMPLOYMENT
OPPORTUNITY**



**INTERIM
FINANCIAL AID
SPECIALIST**

CATEGORICALLY FUNDED POSITION

This position is open to full-time classified employees of Cerritos College only.

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

DEFINITION

Under the general supervision of the Dean of Student Support Services, assists in the planning, organizing, supervising and administration of financial aid functions of the college; assists and advises in the formulation, revision, and implementation of office procedures; determines student financial aid eligibility; and performs related work as assigned.

EXAMPLES OF DUTIES

- Assists in the hiring, training and supervision of the Financial Aid Clerks and reviews the work of all employees in lower classification levels who are engaged in all phases of the Financial Aid operation.
- Calculates student need and packages financial aid awards in accordance with standard need analysis criteria using federal, state, and local guidelines.
- Inputs financial aid data into computer systems.
- Assists in the awarding of federal campus based aid, state grants, and local scholarships on an as-needed basis.
- Assists in establishing a file tracking system to monitor student folders.
- Assists in developing financial aid forms.
- Assists in establishing a working calendar for financial aid procedures.
- Assists in establishing a packaging and awarding budget for federal, state, and local scholarships.
- Attends federal and state workshops, seminars, and conferences on an as-needed basis.

- Conducts entrance/exit interviews for loan recipients, and completes status reports as needed.
- Administers the College-Work-Study Program and the Stafford Loan Program.
- Interviews students for adjustments or verification of financial aid awards.
- Assists in providing information and assistance to students and staff concerning aid programs.
- Is knowledgeable of other special program criteria such as EOPS, Board of Governors Grant, and CalWORKs.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience - Graduation from high school or equivalent. Two years of college level courses (an Associate Degree or completion of 60 units), plus a minimum of three years of experience in a Financial Aid Office to include analysis of student financial need, awarding scholarships, loans, grants, and maintaining records; and two years of supervisory experience.

Knowledge and Abilities - *Knowledge of:* federal and state regulations, requirements, and procedural guidelines pertaining to governmentally funded programs of student financial assistance; office practices and procedures; principles of financial record keeping; research methods; interviewing and counseling techniques; goals and objectives of financial aid programs and of community organizations which work with low income families and individuals. *Ability to:* use independent judgment in applying guidelines and standards; plan and schedule workloads, keep records, and coordinate duties in relation to other office personnel; input financial aid data into computer systems for the purpose of need analysis determination and generating statistical data used for reports; follow oral and written directions; and organize, write communications, and to work cooperatively with others.

SALARY/FRINGE BENEFITS

- Grade 36 on District Salary Schedule (\$3,799.00 - \$4,569.00/month).
- Health and welfare benefits include District paid medical/dental/vision benefits and employee life insurance (\$50,000).
- Participation in the Public Employees' Retirement System and Social Security.

CONDITIONS OF EMPLOYMENT

- Hours: 8:00 AM - 4:30 PM (Monday through Friday).
- This is an interim full-time categorically funded classified position. This is a temporary position and continuation of this position will depend on continued categorical requirements and funding to the District.
- Initial placement of employees on Classified Salary Schedule is at Step 1. After six months of successful job performance employee is placed on Step 2.
- Probationary employment period is six months.

APPLICATION PROCEDURE

This interim opportunity will be open through **OCTOBER 20, 2009.**