FINANCIAL AID TECHNICIAN
JOB #CCC874
$3,711 - $4,498 per Month

This is a classified position subject to a one-year probationary period.

DATE POSTED: April 6, 2015
100% Position, 12 MONTHS PER YEAR
CLOSING DATE: April 24, 2015

POSITION LOCATION: Cypress College – Financial Aid Office

SCHEDULED SHIFT: 9:00 A.M. to 6:00 P.M.; Monday - Friday
(Schedule and shift are subject to change in accordance with department needs).

STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing a variety of technical financial aid duties including interviewing students and assist in making determination regarding student financial aid and work study program eligibility and award levels; assist students in the interpretation of financial aid program policies. Plan and coordinate program activities; participate as directed in the formulation, development and implementation of appropriate policies and procedures for the financial aid program; communicate with instructors, administrators, other District staff and outside agencies to coordinate and implement programs, resolve conflicts and exchange information. Interview students for financial aid, work study and other program eligibility; review financial aid applications for federal and state financial assistance programs; package and determine award level in accordance with program requirements. Oversee and coordinate the processing of a variety of documents related to the financial aid program; assist students with application process for programs and services. Provide technical information and expertise to students, instructors and others. Create and maintain financial aid recipient files; maintain financial aid records and prepare financial aid reports for various grant and loan disbursements; input and download data from computer database; gather, compile and analyze pertinent data and statistics; prepare and maintain a variety of narrative and statistical records and reports related to program activities and effectiveness. Prepare and maintain program ledgers; monitor and reconcile budgets. Train and provide work direction and guidance to others as directed. Maintain current knowledge of legal requirements, procedures and policies used in providing financial aid assistance; implement policies and procedures for federal, state and local student loan, scholarship and grant programs. Learn and apply emerging technologies as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: Two (2) years of related college-level course work AND minimum two (2) years of related experience, preferably in a college financial aid office or student services office.

Knowledge of: District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; federal and state rules and regulations pertaining to the various financial aid programs; modern office practices, procedures and equipment; specialized equipment used to communicate with blind and hearing-impaired individuals; District rules and regulations governing participation in financial aid and other government sponsored programs as assigned; basic principles of bookkeeping; record keeping techniques; principles and practices of supervision and training; knowledge and ability to operate personal and/or mainframe computers.

Ability to: Process applications for loans, grants and other financial aid; prepare budgets and financial reports; compile, organize, and analyze statistical data; work confidentially with discretion; plan, organize and prioritize work; meet schedules and time lines; work independently with little direction; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions;
review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others.

WORKING RELATIONSHIPS
The Financial Aid Technician maintains frequent contact with co-workers, counselors, faculty, students, various departments and outside agencies.

WORKING CONDITIONS
College or District office environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) DISTRICT CLASSIFIED APPLICATION REQUIRED:
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2) Cover letter and resume addressing job qualifications and responsibilities:
   Cover letter (expected length: 1-2 pages) and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.

3) Official/unofficial transcripts:
   Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job# CCC874, Financial Aid Technician in all correspondence. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before April 24, 2015, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0). Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

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The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veteran status and people with disabilities are encouraged to apply. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu