

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Student Financial Services Officer

BASIC FUNCTION: Under the supervision of the area District Dean, performs verification and professional needs analysis, packages non-resident and appeal approved students; monitors funding levels of Title IV and state funds to ensure accurate funding levels and timely disbursements to students; transmits Federal and State grants disbursed to students; possesses extensive knowledge of financial aid programs, including state, federal, and institutional rules and regulations; provides support in the day-to-day operations of the Student Financial Services Office that includes administering a \$30 million (approximate) student financial aid program while ensuring compliance with all funding source requirements.

PROVIDES WORK OR LEAD DIRECTION TO: Student Financial Services Analysts, Student Financial Services Support Specialists, Hourly Employees, Student Employees.

REPRESENTATIVE DUTIES:

1. Reads, interprets, and administers federal and state regulations and school policies as they apply to financial aid. Ensures rigorous compliance with all regulations and participates with the annual audit.
2. Plans and schedules file completion dates, internal office deadline dates and check disbursement dates for the academic year for the District.
3. Transmits Pell, SEOG, Cal Grants and ACG Grants for disbursement to students for the District, correct grant amount is posted to each student's account.
4. Reviews multiple reporting record and potential overpayment reports from the Department of Education for the district and follows up with other institutions and students to resolve conflicts; this may require making adjustments to the financial aid package for the students involved.
5. Directly responsible for collaboration with Auxiliary Business Services and Accounting Services to reconcile the total amount disbursed for the Pell, SEOG, Cal Grant and ACG Programs after each check disbursement and for year-end closing.
6. Allocates SEOG funds to the analysts for awarding to students district wide and ensures total disbursement of SEOG funds District-wide while following all federal and institutional guidelines. Monitors SEOG funding throughout the year and re-allocates funds as necessary.
7. Responsible for writing policy and procedure and the disbursement of book loan or book scholarship funds that become available for students.
8. Masters federal guidelines as it relates to the Department of Education COD records to ensure an adequate Pell funding level for students District-wide; reports to and reconciles with the Department of Education Pell Grant dollars disbursed to students; resolves conflicts with student COD records.
9. Provides guidance and direction to other staff members District-wide; answers questions, assists with training new staff.
10. Processes adjustments to R2T4 students district wide; stops payment on checks if possible; adjusts Pell Grant disbursements, reports adjustments to the Dept. of Education through COD.
11. Transmits checks for post withdrawal disbursements District-wide while maintaining compliance with all federal and institutional regulations.

12. Counsels non-resident students regarding their financial aid eligibility; assists them with completing their financial aid file, awards their financial aid and completes tuition deferment forms; processes grant checks to be applied towards any Admissions fees owed.
13. Coordinates with Auxiliary Business Services to void stale dated Pell, SEOG, Cal Grant, and ACG checks for the District in order to ensure proper reconciliation of funds.
14. Writes policy and procedures and follows through on a case by case basis for those students, District-wide who have not received their grant checks, who have lost them, or who have had them stolen. Assists Auxiliary Business Services with cases of fraudulently cashed checks.
15. Manages District-wide the processing of student requests for direct deposit. Resolves with staff, students, banking institutions, donors and lenders any issues that occur within the direct deposit process.
16. Responsible for monitoring Appeal Approved students. Package and award their file, monitor the classes they enroll in each semester and disburse grants only for those courses their academic counselor has included on their Approved Class List.
17. Accountable for the accuracy of the data submitted on the annual FISAP, MIS, BFAP and AARA (FWS) reports.
18. Collaborates with and maintains extensive communication with a variety of college support and academic services including Auxiliary Business Services, Accounting Services, Counseling, Admissions and Records, Disabled Student Services, EOPS, and the RCCD Foundation.
19. Works with the coordinator of the study abroad program to ensure study abroad students receive their grant funds in a timely manner.
20. Manages the process of notifying and monitoring students (district wide) who are in overpayment status from the current school year and previous academic years; reports to the Department of Education if students fail to make a payment or make satisfactory arrangements to repay.
21. Reviews and takes appropriate action for subsequent ISIR's that are received for students whose grants have already been disbursed.
22. Completes consortium agreements for the District
23. Responsible for submitting up-to-date and accurate reports to the Dean throughout each semester which includes a summary of all grants disbursed by campus.
24. Reviews updates to federal and state policy and procedures, updates and writes institutional policy and procedure and assists with training staff on updates and policy changes.
25. Contributes to timely and professional student-issue resolution
26. Attends the annual Federal Student Aid Conference.
27. Participates in District-provided in-service training programs.
28. Maintains a friendly, supportive atmosphere for students, staff, faculty and the public.
29. Performs other duties, related to the position, as assigned.

EDUCATION: A Bachelor's degree from an accredited institution.

EXPERIENCE: Two years of closely related experience beyond an entry level financial services position are required.

LICENSES/CERTIFICATIONS REQUIRED: None

KNOWLEDGE OF: Federal and state financial assistance programs rules and regulations; computer databases, financial aid software and federal and state websites (Datatel, FAA Access, COD, Webgrants, IFAP).

ABILITY TO: Interpret and explain rules and policies; compile and maintain accurate reports and files; plan and organize student records; establish and maintain effective working relationships with

students, faculty, staff, the community, staff at other institutions and federal and state agency representatives.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, students, parents, faculty, staff, other college staff/faculty, other institutions, Department of Education, Edfund, California Student Aid Commission, lending institutions and the general public.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.