

FEBRUARY 2016
FLSA: EXEMPT
SALARY: GRADE Q
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

ASSISTANT DIRECTOR, STUDENT FINANCIAL SERVICES

BASIC FUNCTION: Under the general direction of the area administrator, the incumbent is responsible for maintaining, monitoring, and reporting on the automated financial aid processes and for reporting to state and federal agencies; provides thorough and comprehensive analysis of legislative, regulatory, and fiscal issues at the federal, state, and college levels; oversees the accuracy and compliance of financial aid programs, including Federal Grants and Loans, State Grants, student employment, scholarships, and return to Title IV; The Assistant Director will share in administrative/leadership responsibilities for the college.

SUPERVISORY RESPONSIBILITIES: Classified staff, students and non-classified short term/special project staff.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Responsible for developing office procedures for the day-to-day operations of the program.
2. Verifies and reviews student financial services files in accordance with federal methodology.
3. Exercises "professional judgment" as described in federal regulations governing Title IV programs.
4. Oversees and manages disbursement records of all financial aid funding sources assigned: Federal, State, Local and Institutional. Transmits all funding sources for disbursement to students for the college, and ensures correct amount is posted to each student's account.
5. Maintains the Financial Aid Policy and Procedures Manual and makes recommendations for updates.
6. Prepares and maintains monthly Financial Services Reports to be submitted in preparation for federal, state, institutional and fiscal reports.
7. Plans and schedules file completion dates, internal office deadline dates and checks disbursement dates for the academic year for the college.
8. Responsible for reviewing and processing of multiple reporting records and potential overpayment reports from the Department of Education 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. Reports to and reconciles with the Department of Education PELL Grant funds disbursed to students and resolves conflicts with student COD records.
9. Reconciles all funding sources (Federal, State, Local and Institutional) in collaboration with Auxiliary Business Services and Accounting Services after each disbursement, once a month, and at year-end closing.
10. Allocates SOEG funds to assigned department staff for awarding to students and ensures total disbursement of SEOG funds while following all federal and institutional guidelines. Monitors SEOG funding throughout the year and re-allocates funds as necessary. Responsible for submitting the annual FISAP SEOG worksheet for reporting.
11. Assists with processes related to R2T4 funding and requirements.
12. Coordinates with Auxiliary Business Services to ensure proper reconciliation of funds, processes voids and return of funds, student repayments and award adjustments.
13. Works with assigned staff on cash management for special programs including, but not limited to, study abroad, book loans, clock hour programs, non-resident adjustments and progress appeal students.
14. Coordinates with disbursement service staff to ensure proper submittal of student payment records, timely and accurate disbursement of funds to students and up to date marketing and communication to students.

15. Responsible for verifying and completing student consortium agreements and extenuating circumstance petitions submitted in an accurate and timely manner.
16. Manages the process of notifying and monitoring students who are in overpayment status from all academic years and reports to the Department of Education if students fail to make a payment.
17. Performs other duties as assigned.

EDUCATION: An associate degree from an accredited institution is required. A bachelor's degree from an accredited institution is preferred.

EXPERIENCE: Five years of increasingly responsible work in a financial aid office and proficient knowledge of the Federal, State and Institutional programs is required. Supervisory experience is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF:

- The Federal Family Educational Loan program;
- Application procedures for financial aid programs;
- Financial aid verification and packaging concepts;
- Federal guidelines as it relates to the Department of Education COD records to ensure adequate PELL funding level for students;
- Personal and social problems of youth and the adult re-entry program.

ABILITY TO:

- Adapt to and use various software systems;
- Show competence with interpersonal skills using patience and courtesy;
- Interpret, master, and write procedures and policies and train staff accordingly;
- Maintain a friendly, supportive atmosphere for students, staff, faculty and the public.

CONTACTS: Staff, faculty, managers, administrators, community members, lenders, guarantee agencies, Department of Education, vendors and state agencies.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

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.