

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Student Financial Services Outreach Specialist

BASIC FUNCTION: Under the supervision of the area Dean, performs duties related to the outreach and workshops of students applying for financial assistance. Understand Title IV, State, and Institutional programs and regulations. Assist in the development, coordination, and implementation of financial outreach programs. Serve as a liaison between the college and the community to provide up-to-date financial aid information.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Develops and implements outreach efforts to assist students with completing application for state, institutional and federal assistance; assists students with Financial Aid applications.
2. Conducts workshops to assist with the completion of the Free Application for Federal Student Aid (FAFSA)
3. Develops financial aid workshops at area high schools by recruiting and retaining hard-to-serve and potential at-risk financial aid students
4. Works with the offices of Admissions and Records, Outreach – Transfer Center, Counseling, and college partners to ensure successful completion of the FAFSA
5. Monitors the budget expenditure of State grants throughout the district to promote Financial Aid through Outreach programs.
6. Develop and maintain student databases for recruitment purposes and providing mandated grant expenditure reports to the State.
7. Coordinate and direct staff and other resources during district and/or college events on or off campus for Outreach and Inreach including Statewide Financial Aid events, Day of the Tiger/Lion/Mustang, High School Parent Nights, College and Career Fairs, and other community events.
8. Participate in other campus activities to promote financial aid.
9. Design and develop a variety of marketing tools that are used district wide, as well as utilizing State resources such as websites, to promote and educate the public about financial aid.
10. Assists in the development and distribution of materials related to special recruitment events, community activities, publications, fliers, web sites, and other marketing materials
11. Processes alpha case load of student financial files to determine eligibility for federal, state, and institutional aid.
12. Reviews submitted documents; accesses computer programs; prepares documents for review by the analyst.
13. Prepares e-mails for District-wide use to announce availability of outside scholarships
14. Assists students at the counter and over the phone with questions and intake of financial aid paperwork and other student services offices using Datatel and the Department of Education website.
15. Participates in District-provided in-service training programs.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
17. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution required.

EXPERIENCE: Three years directly related experience working with at-risk students, student support services, and students in the public and private high school systems is required. Outreach recruitment experience is desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Policies and procedures in higher education. State and Federal laws regulating the distribution of State and Federal grant funds. Proficient familiarity of the FASFA application and associated process. College application process and its effects on financial aid. Microsoft Suite to produce material and presentations.

ABILITY TO: Understand, interpret, and apply college policies, rules, and regulations; use a computer; communicate effectively in a helpful manner; establish and maintain effective relationships with the staff in student services departments throughout the District; understand the needs of a diverse socio-ethnic college community and make appropriate referrals for students.

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, outside agencies, high schools, other departmental staff, RCC facilities, Student Activities, students, parents, and scholarship donors.

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 of sitting and standing, setting up, maintaining large amounts of inventory.

WORKING CONDITIONS: Normal office environment. Fieldwork as necessary.

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.