

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Financial Aid	Range: 21 (CL)	Management Schedule
Date Revised:	November 5, 2008, September 13, 2022	Date Approved:	September 1986
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of the Dean of Student Support Services, this position is responsible for performing a variety of administrative and supervisory duties related to the management of the daily operations of a college Financial Aid office and related programs and assuring compliance with applicable laws and regulations.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provide leadership in the administration, organization and operation of college student financial aid programs; assure implementation and consistency of objectives, policies and procedures with those of the college and the District; assure compliance with federal and state laws and regulations determining eligibility for financial aid and disbursements to applicants.
2.	Develop and implement plans and policies to facilitate and improve Financial Aid programs and services and identify eligible students; provide information and counseling to students regarding financial aid assistance; assure timely dissemination of information concerning financial aid opportunities and procedural requirements.
3.	Explain and interpret policies and procedures relating to financial aid programs; maintain current knowledge of guidelines, regulations and legislation pertinent to student financial aid.
4.	Prepare and assure appropriate distribution of federal, state, local agency and District mandated reports, financial and regulatory updates, and allocation adjustments.
5.	Maintain communication with District and college staff and various agencies to coordinate program services, exchange information, and refer eligible students; maintain current knowledge of legislation and technology related to programs and services.
6.	Assist in the preparation of the annual Financial Aid Office budget; monitor expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
7.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
8.	Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.
9.	Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
10.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

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11.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
12.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
13.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
14.	Perform related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Director, Financial Aid may be assigned administrative responsibility for the veterans affairs, job placement and other related programs and services.

**WORKING RELATIONSHIPS**

The Director, Financial Aid maintains frequent contact with students, various college and District personnel, and outside agencies.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Any combination equivalent to a bachelor's degree in business administration, public administration or related field and minimum of three years of supervisory experience in the area of student financial aid programs and services.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

Possession of an advanced degree in business administration, public administration or related field from a regionally accredited institution.

Administrative or supervisory experience in a community college or other higher education environment.

Experience working with computer software and other technologies which are utilized in the provision of financial aid assistance to students.

Familiarity with the Banner finance system.

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Experience working with students from diverse academic, socioeconomic, cultural and ethnic backgrounds.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of federal and state laws, guidelines and reporting standards applicable to financial aid programs

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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