



## Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

*Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)*

**1. This position is a**


	<input checked="" type="checkbox"/> <b>Replacement (No Changes)</b>	<input type="checkbox"/> <b>Replacement with requested changes *</b>	<input type="checkbox"/> <b>New Position (not a replacement)</b>
Department:	SFS		
Position Title:	SFS Outreach Coordinator		
Last Incumbent or "New":	Irma Dimas		
Date of vacancy or Date of Board approval of new position:	01-16-2014		
Salary Range:	22		
Hours per week:	40		
Months per year:	12		
Bilingual Required:	Yes		

\* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

***On a separate sheet, answer the below questions regarding the position.***

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)
  - I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
  - No, this position should not be bilingual required
8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at:** <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>

Classification/Position: SFS Outreach Coordinator Date: 11-25-14

steps	REPLACEMENT POSITION	Initials/Date	steps	NEW OR CHANGED POSITION*	Initials/Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).	11-25-14 <i>(LW)</i>	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	11-25-14 <i>(LW)</i>	2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President	<i>(LW)</i>	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	<i>WT</i>	4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: \_\_\_\_\_

DATE: \_\_\_\_\_

President's Authorization: \_\_\_\_\_

DATE: \_\_\_\_\_

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

\*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

Questions:

3. No additional funds will be needed because it is a Restricted categorically funded.
4. This position is bilingual required because it does the financial aid outreach to area high schools and constantly offers bilingual services on and off campus.
5. This position supports student learning by helping students complete their FAFSA applications and award students' financial aid at both our Marina Center and Monterey Campus. In addition, this position plays a pivotal role in the recruitment of students by doing many outreach activities at local and out of area high schools.
6. If this position was not approved our outreach efforts for financial aid would diminish tremendously. In addition, the awarding times would increase significantly. Hindering the progress that we have made through our Business Process Analysis in the 2013-2014 academic year.

**Job Description/Title:** Student Financial Services Outreach Coordinator  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

## MONTEREY PENINSULA COLLEGE

### STUDENT FINANCIAL SERVICES OUTREACH COORDINATOR

#### **JOB SUMMARY**

Under general direction, plan, develop oversee, and coordinate the College's Financial Aid Outreach including financial aid opportunities and outreach services in the community to create an increase in low-income, disadvantaged student participation in post-secondary education; serve as financial aid representative to community service agencies to identify and recruit students to apply for financial aid; monitor all financial aid outreach activities. Perform a variety of tasks relative to assigned area of responsibility.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Act as financial aid liaison for the College with the off-campus centers, high schools, migrant groups, local agencies and the public; providing financial aid outreach to those communities; identify and recruit students to apply for financial aid; disseminate financial aid program information to

Schedule seminars and workshops and presentations for students/parents which may include, but is not limited to the following types of activities: assign dates, facilities and presenters; assist students and monitor financial aid applicant results; meet with MPC counseling, Career Resource Center staff, facility management personnel, high school counselors, lender representatives, members of the community and others who wish to schedule specific presentations or workshops; prepare materials for workshops including applications, workshop handouts and presentation materials; order/coordinate special services and equipment for classes and presenters including audio-visual equipment and materials for community agencies, local high schools and related organizations.

Coordinate and facilitate the Monterey Peninsula annual state financial aid outreach and application campaign with the Transfer Center, four year institutions and high schools; attend career fairs and other appropriate recruitment/outreach functions both on and off campus.

Provide liaison to service area elementary, middle, and high schools, social service agencies, governmental, and community based organizations.

Participate in planning and implementing college-wide recruitment events; work collaboratively with and provide application workshops for various groups on campus: athletics, Nursing, Fire Academy, Police Academy, Supportive Services, EOPS, Cal WORKS, Women's Programs and services.

Coordinate the development of various types Program information such as: Student Financial Services Consumer Information, Consumer Information Brochure, Student Financial Services Web Site, and Student Financial Services Newsletter.

Conduct Financial Aid Orientation and presentations; advise students on all aspects of student financial aid including but not limited to: Federal and state financial aid regulations, eligibility, Satisfactory Academic Progress; assist financial aid applicants in completing various forms and applications; provide information on admissions, financial aid and registration policies and procedures; prepare student eligibility and financial aid packages

Monitor and review the services and activities of the Financial Aid Outreach Program; incorporate changes in legislation, technology, educational trends and community needs into financial aid workshops and presentations.

Develop and Maintain an MPC Financial Aid Outreach Committee, act as the financial aid representative to other campus Outreach Committees; provide input and prepare monthly activities summary.

Coordinate and work closely with the Student Services representation to the Enrollment Management Committee to target low-income disadvantaged students; work collaboratively and cooperatively with Outreach and Enrollment Services to develop strategies and marketing measures for tracking disadvantaged populations.

Maintain a variety of files, records and databases; prepare a variety of reports and correspondence using appropriate software programs as needed.

Work cooperatively and collaboratively with auxiliary programs such as EOPS, CARE, DSPS, CalWORKs, and other related services; identify resources and refer special populations' students to appropriate campus support services and programs (Re-entry Program, Supportive Services, Children's Center, College Readiness, Women's Programs, Cal WORKs, etc.).

Assist with MPC New Student Orientation.

Assist with college visitation and tours of MPC for elementary, middle school, students, staff and parents as well as agencies and community organizations.

Coordinate and implement specialized retention activities designed to enhance students' academic performance

Recruit, train and direct the work of student outreach workers including overseeing student outreach.

Participate in recruiting efforts for the America Reads program.

Assist with the planning and implementing of scholarship awards and fund raising events.  
Maintain and order informational hand outs and brochures.

### **Other Functions**

Perform other related duties as assigned.

Participate on committees as required.

Direct the work of temporary or student workers as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience:**

Any combination of education, experience and training which would indicate possession of the required knowledge, skill and abilities listed herein. For example, two years of course work in finance, or public service, or a related field, and three years of increasingly responsible support experience providing financial aid, veteran's benefits or scholarship information, and or financial aid promotion/outreach programs

### **Language:**

Fluency in both English and Spanish languages preferred.

### **Knowledge**

Knowledge of: financial problems faced by economically disadvantaged students; various financial aid programs, policies, grants and systems; operational characteristics, services and activities of financial aid; veterans and scholarship benefits; Federal, State and local laws, codes and regulations needed to fulfill the requirements of the job; program administration; methods and techniques of community outreach; organizational methods and techniques; applications principles and techniques of training; office management practices; variety of word processing, desktop publishing, spreadsheet and/or

database programs related to financial aid as needed to fulfill the requirements of the job; principles and procedures of financial record keeping and reporting; principles of business letter writing and basic report preparation;

**Abilities**

Ability to: coordinate effectively the Financial Aid Outreach Program; develop materials, coordinate facilities and presenters; create effective community financial aid outreach and educational tools; prepare appropriate materials and handouts including those where English is a second language; monitor financial aid outreach program services and activities and make recommendations for improvement; develop a variety of financial aid marketing and promotional material; serve as representative for Financial Aid on the Outreach Advisory Committee; prepare clear and concise reports; produce a variety of brochures, handouts, reports, records, and other documents using appropriate word processing, desktop publishing, spreadsheet and/or database programs in an accurate and timely manner; learn and successfully use new software programs as needed to fulfill the duties of the job; interact effectively and cooperatively with students and families of diverse ethnic and economic backgrounds; make oral presentations to a wide variety of audiences; communicate clearly and concisely, both orally and in writing to English and Spanish speaking communities; establish and maintain effective working relationships with those contacted in the course of work; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff applying to, attending, or working on a community college campus.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**PHYSICAL EFFORT/WORK ENVIRONMENT**

Indoor work environment; frequent travel to high schools, migrant groups, local agencies, off-site campuses and meeting with the general public; may require standing or sitting for prolonged periods of time; periodic handling of lightweight parcels up to 15 pounds.