

Job Description/Title: Financial Aid Advisor →STUDENT FINANCIAL SERVICES 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 COORDINATOR

JOB SUMMARY

Under general direction, plan and develop methods and procedures to implement and administer activities associated with the coordination of state, federal, and local financial assistance programs. Receive limited supervision within a broad framework of standard policies and procedures. Perform a wide variety of tasks associated with the selection and delivery of student financial assistance.

EXAMPLES OF FUNCTIONS

Essential Functions

Analyze/interpret policies and eligibility for financial aid; inform and advise students/parents regarding availability of funding from various sources, application process and procedures, rights and responsibilities related to student financial assistance.

Develop and implement financial aid workshops and outreach programs for students/parents.

Review/evaluate documentation to determine eligibility for a wide variety of federal, state and district grants, loans, scholarships and other financial assistance programs.

Analyze/evaluate information and make financial aid decisions based on information reported on student application such as immigration status, dependency status, income, and financial aid history. Interpret federal and state income tax returns as they apply to student eligibility; resolve conflicts between application for aid and supporting documentation.

Apply and monitor the student financial assistance academic progress policy to determine continued student eligibility.

Coordinate operational/compliance aspects, within regulations and guidelines, of financial assistance programs such as: Federal College Work Study, Stafford Loan, Cal Grant Programs, Scholarships, Pell Grants, Supplemental Educational Opportunity Grant, Board of Governors Grant, and other available funds.

Award financial assistance from a variety of possible sources; coordinate release of funds; identify and resolve problems related to effective delivery of funds.

Reconcile financial aid accounts with government agencies and Fiscal Services; resolve problems such as overpayments, and incorrect disbursements.

Coordinate communication with other campus and district personnel, lenders and state and federal agencies.

Maintain accurate files and records; use specialized programs to input data and generate federal, state and local reports and statistical data as required by funding sources; analyze/verify/reconcile financial and statistical data in reports.

Assist in budget development; monitor program budgets and expenditures.

Transmit to and receive electronic funds and information from state, federal and local agencies such as: U.S. Department of Education, EDFUNDS and NSLDS, Title IV WAN, PCFAPS, Pell payments and FISAP.

Coordinate the delivery of funds for campus programs such as: EOPS, CARE, and Campus Departmental Scholarships; provide general eligibility requirements to departments as needed.

Train/provide work direction to student workers and other personnel as assigned.

Assist in the development and improvement of various program policies not requiring the immediate attention of Director.

Perform general office support duties which may include: data entry, filing, answering telephones, scheduling appointments and composing/preparing correspondence.

Compose, design, and edit consumer information flyers and brochures.

Act as Director in Director's absence as assigned.

Other Duties

Perform other duties related to the business of the department as assigned.

Assist with special projects.

Serve on college committees as assigned.

Attend workshops and conferences as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, training, and experience which would indicate possession of the required knowledge and abilities listed herein. For example, completion of approximately two years of college level work in student personnel services, psychology, public relations, financial services or related field, and two years of increasingly responsible experience in student financial services.

Knowledge

Knowledge of: federal, state and local programs providing financial assistance to students; interviewing and advisement techniques; a variety of software programs such as word processing, spreadsheet, database management and specialized student financial assistance programs; current office management techniques; human/public relations techniques.

Abilities

Ability to: learn/interpret/evaluate a variety of complex Federal, State and District program instructions and make decisions on procedural matters without immediate supervision; gather, compile and analyze data related to projected student financial assistance; analyze/evaluate information on student applications for financial assistance; assist and advise students in application process to assure compliance with regulations and guidelines; analyze variety of possible sources of financial aid and make decisions for award of aid; recognize and apply pertinent laws, rules and regulations; resolve conflicts related to financial support documents; prioritize tasks and do several tasks simultaneously; organize meetings and organize/present financial aid workshops to parents and students; communicate effectively in oral and written form to parents and students; use appropriate and correct English spelling and punctuation; perform mathematical computations accurately; efficiently and accurately use variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; learn and efficiently use new software as needed to fulfill the requirements of the job; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment: Light physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.