

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"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	SFS		
Position Title:	SFS COORDINATOR		
Last Incumbent or "New":	Danielle Hodgkins		
Date of vacancy or Date of Board approval of new position:	03/24/2016		
Salary Range:	22A		
Hours per week:	40		
Months per year:	12		
Bilingual Required:			

* 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: _____ **Date:** _____

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).	FT 2-29-16	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.	FT 2-29-16	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	LW 3/3/16	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	WT 3/3/16	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.

2. HR will complete
3. Not applicable
4. No changes
5. This position helps the verification of student files. In addition, it helps with outreach events, awarding Pell grants, Cal Grants and Loans, office policies and procedures. They also teach students the process to fill out their FAFSA application so that they can be eligible to receive financial aid.
6. If this position is not funded, student would not be getting their financial aid in a timely manner because the processing timelines would be extended further. Students who receive their Grants would be delayed until they are reviewed and awarded.
7. No changes
8. Attached

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.

Danielle Hodgkins

815 Alice Street, #A | Monterey, CA 93940 | Phone: 831-710-7369 | danxavi@aol.com

02/29/16

Mr. Francisco Tostado

SFS Director

Monterey Peninsula College

980 Fremont Street

Monterey, CA 93940

Dear Francisco,

Please accept this letter as notice of my resignation from my position as SFS Coordinator. My last day of employment will be March 24, 2016.

I received an offer to attend graduate school in Arizona, and after careful consideration, I have decided to relocate to further my education.

It has been a pleasure working with you and the team over the last seven years. One of the highlights of my career was collaborating with all of you as a team to best serve our students and more importantly to create the financial aid family that we have here.

I would like to help with the transition of my intake duties so that processes continue to function smoothly after my departure. I am available to help train my replacement until my last date of employment, and I will make certain that all reporting and records are updated before my last day of work.

Francisco, thank you again for the opportunity to work for Monterey Peninsula College. I wish you and the rest of the financial aid family all the best and I look forward to staying in touch with you. You can email me anytime at danxavi@aol.com or call me at 831-710-7369.

Sincerely,



Danielle Hodgkins