

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
ASSOCIATE DEAN/FINANCIAL AID**

**GENERAL RESPONSIBILITIES**

Responsible for the administration, management, supervision, leadership and direction of the district's Student Financial Assistance Programs, and the Financial Aid staff. Administers federal, state, and local financial aid programs and the college financial aid office. This position reports to the Dean of Student Development, supervises the Financial Aid Department staff, and works cooperatively with the following departments: Accounting, Information Technologies Services; Student Business Office, Counseling, EOPS; and Scholarships.

**SPECIFIC RESPONSIBILITIES**

Is the designated official for the college district in charge of all federal and state student financial aid programs and as such certifies that the college district is in compliance with all federal and state regulations and laws governing the administration of student financial assistance programs; compiles and submits required reports to the Department of Education and the state Chancellor's Office; administers the federal grant, loan, work study programs; administers the state fee waiver and Cal Grant programs; advises senior management regarding federal mandates, implementation updates and compliance factors; prepares and submits annual applications for financial aid funds; directs the implementation of electronic automated systems and the purchase of required equipment and software; coordinates with Information Technologies Services in the compilation and submission of required student aid reports; oversees the appropriate accounting and proper disbursement of student aid; establishes awarding and tracking procedures in compliance with federal and state regulations; oversees the accuracy and effectiveness of student awards prepared by financial aid staff; approves all student aid awards and denials of awards to eligible students; assures proper documentation of records for federal and state audit purposes; administrates, manages, and directs employees assigned to the financial aid office; conducts regular evaluations of employees; manages the hiring of new staff; directs and handles student financial aid appeals and inquiries; articulates needs of low income students to college officials; assists staff and faculty with students in need; conducts routine program reviews and evaluates all aspects of departmental operations on a regular basis.

**ESSENTIAL FUNCTIONS**

Maintains the daily administrative duties of the financial aid office by directing and supervising staff, delegating and monitoring assignments, formulating procedures, reviewing and implementing regulations, serves as the official representative for the college district with the federal Department of Education for all federal financial aid programs and with the state of California for all state financial aid programs, oversees

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**ESSENTIAL FUNCTIONS (continued)**

compliance with federal and state financial aid procedures and reports maintained and generated by other college offices.

**REQUIRED SKILLS AND QUALIFICATIONS**

Possession of a master's degree; and one year of formal training, internship, or leadership experience reasonably related to college-level student financial assistance programs. Thorough knowledge of federal and state laws and regulations governing student aid programs; needs analysis and awarding procedures; electronic processing and other automated computer systems related to student financial aid programs; federal and state audit procedures and requirements; human resources management skills; statistical and financial management procedures, recordkeeping and report writing; student support services delivery systems and their implementation; business office principals and procedures; supervision and training principles for office workers. Ability to: comprehend, develop and implement financial aid policies and procedures based upon regulations, technical written materials and administrative guidelines; program and retrieve data using computerized financial aid packages; advise college officials of regulations, requirements, and reporting obligations; remain informed and communicate actual and proposed changes in regulations to senior level management; understand and apply changing policies, procedures, and guidelines; development and oversee essential technical training of staff and college officials regarding regulations, processing, and other requirements; understand and communicate with a wide variety of students, including those with special problems; write and speak effectively; conduct accurate, complex mathematical computations; compile statistical reports; make program and procedural analyses; hire, train, supervise and evaluate financial aid department staff; handle appeals appropriately and effectively; maintain records and documentation subject to external audit; represent and interpret the financial needs of students to college personnel.