

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSISTANT DEAN OF FINANCIAL AID,
SCHOLARSHIPS AND VETERANS

GENERAL RESPONSIBILITIES

Under the general direction of the Dean of Enrollment and Support Services, and in support of campus and department goals, the Assistant Dean is responsible for the management of the Financial Aid, Scholarships and Veterans Services programs. This position has the responsibility for the development, procurement and administration of all student financial aid, scholarships and Veterans Services activities and is responsible for policy development and implementation, and for long-range planning for the office.

SPECIFIC RESPONSIBILITIES

Plan, organize and manage daily operations of the Financial Aid, Scholarships and Veterans services. Supervise and evaluate the staff and other managers/supervisors/lead personnel of the office. Maintain knowledge of all federal and state regulations dealing with financial aid and remain current with changes as they occur. Assure compliance with all relevant policies, procedures, codes, regulations, and laws to ensure the accurate disbursement of funds. Coordinate with state and federal agencies to resolve disputes or discrepancies. Complete an annual program and unit plan and a six year program review. Assure accuracy of records. Receive and transmit student financial aid records. Manage record destruction or retention processes. Develop and monitor the Financial Aid Office budget, including personnel needs and departmental operating expenses. Monitor college work-study expenditures, students' satisfactory academic progress, federal and state grant expenditures. Collaborate and work in partnership with U.S Department of Education, California Student Aid Commission, and the California Community Colleges Chancellor's Office. Understand how financial aid supports short and long-term enrollment goals by using financial aid as a recruitment tool. Develop new strategies for marketing, outreach, recruitment, and stewardship of an increasingly discerning audience of applicants and their families. Work collaboratively with faculty, deans, and other senior administrators to integrate enrollment management into RSCCD ongoing strategic planning. Oversee the process of calculating refunds and repayments for students who withdraw from school. Contribute to student satisfaction through delivery of quality customer service in all aspects of the administration of financial aid and student employment services. Oversee functionality of financial aid databases. Create and evaluate automated workflow processes. Prepare and submit a variety of required or desired reports. Chair hiring committees for full and part-time staff. Conduct, attend and participate in various workshops, committees, and meetings on and off campus. Perform other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Dean of Enrollment and Support Services and acts for the Dean in his/her absence. This position manages all Financial Aid, Scholarships and Veterans Services personnel including student workers.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possess a California Administrative or Supervisory Credential authorizing service at the community college level or a Master's degree from an accredited college or university and one (1) year of formal training, or leadership experience reasonably related to this administrative assignment.

Desired Skills and Qualifications: At least five years of management experience in an institution dealing with student services in some type of fiscal capacity, with working knowledge of state and federal regulations governing financial aid. Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, services and activities, supervise staff, analyze and apply laws, rules and regulations, and build consensus.

Knowledge of: Principles of modern record-keeping, systems analysis, and data processing applications; principles of staff organization, supervision and training. Federal, state, and institutional regulations governing financial aid, including grants, scholarships, work study, loan and veterans programs.

Ability to: Read, comprehend and apply a wide range of written materials having technical, legal and policy content; plan and organize complex records systems; organize and train assigned staff and student workers; cooperatively develop and plan data processing programs/systems; adapt to changing legal, policy and procedural requirements; prepare narrative and statistical reports and recommendations; participate in policy conferences; use professional judgment in staff, student and public contacts, apply legal and policy provisions to various problems, consistently and correctly; establish and maintain effective relationships with students, faculty, administrators, and other college personnel and the public.

Other: Possess sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.