

**Contra Costa Community College District  
Classification Specification**

**DIRECTOR OF FINANCIAL AID**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M6	7/1/07	Classified Administrator	1 of 2

**DEFINITION:** Under general direction of a higher level administrator, plans, organizes, and administers the financial aid function of a college; prepares applications for financial aid funding for students; and promotes financial aid programs and services to students and the community.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Manages financial aid programs at a college, including planning, organizing, establishing and implementing operational policies and procedures.
- Interprets and ensures compliance with applicable federal, state and local laws, rules, and regulations relating to the provision of financial aid to students.
- Prepares institutional applications for funds to participate in a variety of financial aid programs.
- Administers funds received in compliance with financial aid program guidelines, and supervises and participates in the preparing of required reports and documentation as required.
- Promotes financial aid opportunities, disseminates related information, conducts informal workshops, solicits support for scholarship and loan programs, and serves as a resource and liaison to community organizations, government agencies, faculty, staff and students on financial aid related issues.
- Prepares reports, compiles data, develops and prepares statistical and accounting documentation to meet federal, state and local reporting requirements.
- Consults with students to resolve eligibility appeals, enrollment issues, dependency overrides, and payment of college fees and refunds, and, may refer students to appropriate student services.
- Develops and administers a budget, approves expenditures, supervises staff, and implements operational improvements.
- May travel throughout the District in carrying out responsibilities and functions.
- Develops and implements an "Outreach Program" for recruiting eligible students.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Program management principles, practices, methods, and techniques; provisions of state and federal legislation and administrative regulations and policies governing federal financial aid or other funded programs; eligibility requirements and application procedures for assigned financial aid programs; financial aid program administration, principles and practices of general accounting; fiscal management practices of government agencies; budget preparation and administration, principles and practices of supervision and personnel management; and applicable federal, state and local laws; and financial aid award and tracking systems.

**Ability To:** Plan, organize, schedule, and supervise the area of assignment to meet the needs of the college; hire and effectively supervise and evaluate staff; read, interpret, apply, and communicate relevant provisions of laws, rules, and regulations related to financial aid programs; develop creative and effective techniques to inform prospective students of the availability of financial aid design and implement improvements to programs and services to meet the needs of students and the college; conduct evaluations of programs and services; analyze, review, prepare, and maintain a variety of statistical and financial statements and records; develop and communicate internal standards and operational procedures; interpret and apply District and other regulations, policies and procedures; prepare clear and

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concise reports; communicate effectively both orally and in writing, and establish and maintain effective working relationships with those contacted in the course of the work.

**Education/Training:** Equivalent to graduation from a recognized four-year college or university with a major in accounting, business administration, economics, finance, public administration, or a closely related field.

**Experience:** Equivalent to three years of experience in the field of financial management involving fiscal analysis and planning (one year of the required experience must have been in a college or university financial aid office with responsibility for the analysis of student financial needs, determination of financial aid eligibility, review of financial aid applications, and the awarding of financial aid). Two years of the qualifying experience must have been in a supervisory or lead capacity.

**License/Certification:** A valid Class C California Driver's License.

Adopted: 06/27/01  
Revised: 01/28/04, 7/1/07