



RN17-127

Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Financial Aid Specialist (Financial Aid) F/T, 12 months

WORK SCHEDULE: Monday – Thursday: 7:30am – 5:00pm
Friday: 7:30am-11:30am
(Scheduled work hours may be adjusted dependent on department need)

SALARY: Range 17, \$4,037.73/mo. + benefits

EXTENDED DEADLINE: October 22, 2018

ANTICIPATED START DATE: November/December 2018

BASIC FUNCTION:

Under the direction of the Director of Financial Aid, performs a wide variety of responsibilities including technical, procedural and process support for Financial Aid and related areas; plans specific functional requirements related to SCT Banner; provides user training and support with software applications; prepares user procedural training materials maintains applications and multiple databases that generate reports and tracks financial aid disbursements. The Financial Aid Specialist acts as a liaison to ITS to ensure that computer information systems, hardware, software, and database table maintenance meet the current needs and future demands of the Financial Aid Office; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Plans specific functional requirements related to SCT Banner for the financial aid work group. Identifies and resolves technical problems with SCT Banner Financial Aid module. (E)
- Trains Financial Aid staff and other users on new and existing Financial Aid software. (E)
- Maintains and updates the Financial Aid portion of AVC website along with Banner Web. (E)
- Assists in problem resolution and training for web based financial aid products. (E)
- Manages all financial aid disbursement processes; coordinates disbursement with Business Services; insures all disbursement discrepancy issues are resolved; verifies, reviews and monitors disbursement reports to avoid overpayment of funds. (E)
- Acts as a liaison to ITS to ensure that computer information systems, hardware, software, and database table maintenance meet the current needs and future demands of the Financial Aid Office. (E)
- Assists in compiling data for annual reports. Writes Banner queries to produce ad hoc reports as required by the Director of Financial Aid. (E)
- Maintains current knowledge of emerging software applications and makes recommendations to meet current and future electronic demands. (E)
- Assists other staff members with questions regarding student financial aid eligibility issues. (E)
- Serves as back up to the Financial Aid Technicians I and II. (E)
- Packages completed files, determines eligibility and awards federal and state funds. (E)
- Generates all batch letters and/or electronic communications to students. (E)
- Attends various meetings as required by job duties; attends workshops and conferences to stay current with financial aid rules and regulations. (E)

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

REPRESENTATIVE DUTIES: (Continued)

- Maintains current knowledge of Financial Aid policies and procedures, local and campus regulations, policies and guidelines that affect programs and application processing and eligibility requirements; maintains current knowledge of changes to ED's student aid delivery systems, software and financial aid administrator websites. (E)
- Performs Banner processes that monitor financial aid academic progress of students to assure correct expenditure of state and federal funds. (E)
- Performs technical duties related to departmental computer systems; implements, tests, and debugs program changes; performs pre-production testing of financial aid processes in Banner as requested by IT staff; assists in setting up new award year parameters in Banner. (E)
- Manages electronic data exchange processes required for transmission of data through ED's Student Aid Internet Gateway (SAIG). (E)
- Assists in development, interpretation, implementation of financial aid policy and procedures. (E)
- Downloads, installs and maintains ED software programs (EDConnect, EDEXpress) and electronic loan processing program (ELM). (E)
- Performs data loads of student financial aid records into Banner system utilizing EDEXpress, MS DOS, FTP, Unix and Banner job processes. (E)

- Establishes and manages methods for required federal Transfer Monitoring reports submitted electronically to NSLDS.
- Performs on-line updates to the NSLDS system. (E)
- Responsible for accurate reporting Pell expenditures to Ed's Common Origination and Disbursement (COD) system and resolution of any discrepancies in funding; establishes and manages methods for tracking and reporting student Pell overpayments to AVC's Business Services, Ed's COD system, the National Student Loan Database (NSLDS) and Ed Collections. (E)
- Posts receipts for Title IV and Pell repayments into Banner and on NSLDS. (E)
- Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation with an associate's degree with related coursework in computer information science and three years of increasingly responsible experience involving other systems applications and three years financial aid experience.

KNOWLEDGE OF:

- Basic principles of computer operating systems.
- Aspects of software configuration maintaining database parameters.
- Rules and regulations of Federal, State, and District Financial Aid programs.
- Financial and statistical record keeping.

ABILITY TO:

- Analyze and troubleshoot new software programs.
- Perform complex technical tasks accurately and within defined deadlines.
- Communicate the office's system needs and requirements to management and ITS staff. Relate
- SCT Banner application issues to non-technical staff. Interact effectively with all areas of ITS.
- Utilize computer systems for extensive reporting and tracking.
- Demonstrating a sensitivity to and respect for a diverse population.
- Deal with constant interruptions.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff; students, the general public.

PHYSICAL EFFORT:

- Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
- Sitting or standing for extended periods of time.
- Moderate lifting and bending.
- Reaching to retrieve and file records.

WORKING CONDITIONS:

Normal office environment subject to many interruptions.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Mon-Thur 7:30am-6:00pm and Fri 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts: College level coursework or a degree **IS** required in the job announcement under "Education and Experience":
 - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.
 - d. If "coursework" requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources

3041 West Avenue K

Lancaster CA 93536

(661) 722-6311

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and

AVC is an equal opportunity employer