

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Director, Financial Aid

(Reissued)

Job #07-142

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Director, Financial Aid, Foothill College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Dean of Student Support Programs and Services, organize, administer, manage, and evaluate a comprehensive financial aid office and designated student outreach programs for the District. Supervise the financial aid computerized delivery systems. Hire, train, supervise, and evaluate Financial Aid staff. Ensure that the college's policies are in agreement with federal and state regulations. Acquire approvals for federal and state funds. Plan, develop, and organize financial aid programs in accordance with state and federal regulations to ensure that eligible students receive needed financial and educational assistance. Develop and implement annual funding proposals, program plans, budgets, and final reports. Develop goals and objectives, staffing recommendations, and capital outlay needs. Allocate student financial aid resources and authorize disbursement of funds. Supervise awarding of financial aid including intake, analysis of student financial need, record maintenance for auditing, work study, and other activities. Prepare proposals and applications for federal financial aid/loan funds and fiscal reports. Review legislation, code, policies, and procedures related to financial aid. Recommend the development of or revision to related policies and procedures. Supervise monitoring of academic progress for financial aid students. Review and approve all student petitions to include professional judgment and need analysis. Develop and direct the scholarship program. Develop, coordinate, and supervise recruitment programs for economically or educationally disadvantaged students. Provide leadership and training to ensure that staff remain aware of and familiar with policies and regulations governing financial aid programs. Work with college staff to develop informational materials such as brochures, newsletters, and handbooks. Represent the District at local, regional, and state meetings. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education. Encourage cultural and ethnic diversity in staffing, curriculum, programs, and services. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to staff. Maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree in related field.
3. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
4. Two years experience, or the equivalent, within the last four years, in the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with socio-economically disadvantaged groups.

PREFERRED QUALIFICATIONS:

1. Master's degree in related field.
2. Community college experience.
3. Experience with EDE and related software.

Successful candidates will demonstrate the following: (continued on back page)

1. Knowledge of state and federal regulations and guidelines governing financial aid, including title IV and title V.
2. Knowledge of California Chancellor's Office program regulations.
3. Knowledge of the principles and practices of higher education organization and structure.
4. Knowledge of general accounting procedures.
5. Knowledge of business management, leadership, and supervision.
6. Knowledge of institutional policies that govern admissions and registration.
7. Knowledge of immigration and naturalization service categories of citizens, residents and visas.
8. Knowledge of college programs.
9. Knowledge of data management computer software.
10. Knowledge of tutorial services.
11. Ability to develop and manage budgets.
12. Ability to make effective decisions and take independent action.
13. Ability to analyze and evaluate data for specific use.

-OVER-

Successful candidates will demonstrate the following: (continued)

14. Ability to interpret and apply rules, regulations, policies and procedures.
15. Ability to prioritize workload and conflicting demands.
16. Ability to effectively work in a demanding environment.
17. Ability to effectively communicate orally and in writing, with a variety of student, staff and management groups.
18. Ability to demonstrate organizational, time management, analytical and problem solving skills.
19. Ability to demonstrate presentation skills.
20. Ability to operate a computer and use related software.

APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
5. Photocopies of all college transcripts.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

Hiring Range: \$80,551-\$84,567

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, Permanent,
12 months per year.

STARTING DATE: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:
Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>