



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ♦ www.csustan.edu/HR

EMPLOYMENT OPPORTUNITY

POSITION: FINANCIAL AID ADVISOR

JOB #11/108

(Classified as: STUDENT SERVICES PROFESSIONAL II)

Full-time temporary position available on or after January 2, 2013 and ending on or before July 3, 2013 for the Financial Aid and Scholarships Office. Position will be appointed for six months plus one day from date of hire. Possibility of reappointment based on budget, department needs and job performance.

ESSENTIAL DUTIES: Under the general supervision of the Director, Admissions & Financial Aid, this position will follow federal and state regulations and CSUS policies and procedures in the review and analysis of financial aid applications, and perform tasks at the operational level of all areas of financial aid, including need analysis, packaging, and revisions to aid packages. Duties include, but are not limited to:

- Meet with students, prospective students, parents and community groups to provide information on available funds, eligibility criteria and application procedures. Discuss individual financial situations as they pertain to financial aid and recommend solutions. Conduct individual counseling sessions for students and/or parents in person, via e-mail, or by phone.
- Perform need analysis according to federal methodology, review and verify accuracy of applications, and complete the packaging of awards for eligible applications. Revise existing awards to reflect changes in eligibility or allowable budget adjustments.
- Meet with students to go over their Satisfactory Academic Progress issues and recommends solutions on how to improve their SAP status. Work with other SSP professionals on solutions to meet individual student needs. Serve on Financial Aid Satisfactory Academic Progress appeal committee.
- Process all student records in PeopleSoft database to generate/produce data files for third party reporting.
- Maintain all multiple of Financial Aid files in the Salt Lake Unix Server and or to the local FA share.
- Maintain all uploads and downloads for CPS (Central Processing System) electronic ISIR and correction files. Import and/or export files from CPS into/from PeopleSoft database.
- Generate all PELL files from PeopleSoft database and transmit to COD (Common, Origination, & Disbursement). Manage all data transfers for sending and/or receiving cash management, origination, and disbursement files to/from COD.
- Coordinate Pell Grant awards to students. Develop institutional policies and procedures for administrating and coordinating the Pell Grant program.
- Maintain communication with the Department of Education (DOEd), National Student Loan Data System (NSLDS) and Common Originations and Disbursements (COD) on a regular basis in regards to student records, account reconciliation, and availability of funds.
- Confirm eligibility for Pell Grant recipients before disbursement of funds and conduct revisions to financial aid awards. Routinely reconcile fund disbursements for Pell Grant recipients with Common Originations and Disbursements. Reconcile Pell Grant balances with Financial Services to maintain availability of funds with CSUS. Publicize grant availability and application procedures each year. Coordinate the National Student Loan Data System (NSLDS) and the Common Origination and Disbursement (COD) systems.
- Advise students on the availability of Off Campus Scholarships and application procedures. Complete all enrollment verification for off campus scholarships.
- Award and coordinate off campus scholarships with Federal and State Financial Aid programs. Reconcile all off campus scholarship accounts with Financial Services.
- Attend meetings and conferences and other campus events related to student financial aid activities, (i.e.: Preview Day, counselor conferences, Financial Aid Nights, Warrior Welcomes). Represent the Financial Aid and Scholarship Office at outreach events and conducts financial aid presentations. Perform other duties as assigned.

QUALIFICATIONS:

- Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field.
- Equivalent of two years of full-time professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A Master's degree in a job-related field may be substituted for one year of the professional experience.

PREFERRED QUALIFICATIONS:

- Advanced degree. Experience with application procedures and awarding regulations and processes.
- Knowledge of CSU admission policies, procedures, on-line forms student services, and academic programs. Knowledge of financial aid and scholarship programs.

SPECIALIZED SKILLS AND ABILITIES:

- Possess and maintain a current class "C" driver's license.
- Personal computing skills that includes knowledge of software applications for word processing, spreadsheets, and database management (Financial Aid People Soft, preferred).
- Ability to access Internet, communicate via e-mail and to utilize electronic calendaring functions.
- Demonstrated excellent public speaking skills. Demonstrated effective time management and organizational skills.
- Working knowledge of the practices, procedures and activities of Financial Aid & Scholarships.
- General knowledge of the methods and problems of organizational and program management.
- Working knowledge of research and interviewing techniques and the principles of individual and group behavior.
- Ability to interpret and apply program rules and regulations. Ability to obtain factual and interpretative information through interviews; ability to reason logically.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- Ability to collect, compile, analyze and evaluate data and make verbal or written presentations based on these data.
- Ability to advise students individually and in groups on routine matters where required. Ability to recognize multicultural, multisexed and multi-aged value systems and work accordingly.
- Ability to establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts; and ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

SALARY RANGE: \$3,519 – \$5,002 per month plus excellent paid benefits. *Position will normally be hired at, or near, the entry rate.*

POSITION IS OPEN UNTIL FILLED. SCREENING OF APPLICATIONS WILL BEGIN ON OR AFTER NOVEMBER 26, 2012.

APPLICATION PROCEDURE: Qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/employment_opportunities/staff/index.html), a resumé and letter of interest to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382 · Phone: (209) 667-3354

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT <http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

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