

Director, Financial Aid
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Director of Financial Aid develops, implements, and manages the multi-faceted student financial aid programs at Bakersfield College, and serves as the Financial Aid Administrator of record for all purposes specified within federal and state regulations and guidelines.

Under the direct supervision of the Vice President of Student Services or assigned supervisor, the Director, Financial Aid is responsible for ensuring accuracy, timeliness, completeness and compliance with regulations. The director shall establish proactive services, assistance and resources for students and their families and shall develop, implement, and monitor annual financial aid and budgets, including establishing goals and activities and evaluating program outcomes for all programs supervised. The Director of Financial Aid will maximize Financial Aid's role in recruitment, retention, and student success.

Examples of Duties

1. Participate as a member of campus-wide committees along with other directors and deans. Ensure Financial Aid representation and share appropriate knowledge amongst other areas of the college. Establish strategic goals for department. Serve as consultant on financial aid issues that impact faculty, staff, and students. Provide training and materials to College staff.
2. Review and evaluate assigned programs and services; recommend and implement approved plans and policies to facilitate and improve the operations and programs within areas of responsibility.
3. Lead and direct Financial Aid Office. Supervise in accordance with college policies and applicable laws including training, evaluation, reward and discipline, and address and resolve problems. Lead staff meetings, share information, and promote development of ideas for improvement of service and efficiency. Assist staff in developing professional goals and objectives. Encourage teamwork.

Example of Duties (continued)

4. Monitor State and federal regulations and ensure compliance and oversight. Maintain liaison with federal, state, county, and other agencies to answer questions, resolve problems, provide data, and interpret and apply changes in rules and regulations concerning financial aid in the college community.
5. Work closely with the district destination point administrator (DPA) for federal electronic and online systems. Complete federal, state, and institutional reports, including applications for federal funding and reports of the expenditures of funds allocated, such as the Fiscal Operations Report and Application to Participate (FISAP).
6. Develop and generate statistical data and reports related to various programs supervised.
7. Assist in the design and assessment of institutional research focusing on student outcomes.
8. Maintain fund control records in accordance with funding level limitations. Manage the staff to provide insight and leadership regarding various functions of compliance review, communications, systems review, and budget assessment.
9. Ensure compliance with all federal and State regulations, which impacts the administration of financial aid programs and mandates maintenance and reporting. Provide direction and clarification when regulations are unclear or appear to be in conflict between federal, state, and/or college policies.
10. Responsible for filing and maintaining the Program Participation Agreement (PPA), FISAP, and other reports required by governmental and other agencies, which impacts all Federal Title IV funding. Review yearly reference materials and implements revised procedures which impact the delivery of financial aid.
11. Develop and enhance policies and procedures to ensure compliance with applicable governing bodies related to financial aid and scholarships. Monitor and modify financial aid packaging in accordance with regulations. Set annual packaging guidelines to be followed during the award year. Oversee the Satisfactory Academic Progress (SAP) and Return of Title IV funds processes.
12. Direct the budget of the Financial Aid Office. Work with the Business Services and Information Technology to ensure proper fund management and disbursement as well as accurate and timely exchange of information between school information systems. Coordinate internal reconciliation efforts and report to reviewing entities such as auditors, program reviewers, and accreditation teams
13. Administer a comprehensive scholarship program with funding from the Bakersfield College Foundation and from private and community donors.

Example of Duties (continued)

14. Disseminate federal and state financial aid program information, such as the Community College Promise Grant (CCPG), Cal Grant, Federal Work-Study (FWS), Direct Loans, Pell Grant, Emergency Aid, and Scholarships.
15. Collaborate across campus on ways to increase financial literacy, reduce student financial aid bad debt and reduce cohort default rates.
16. Ensure compliance with all policies and regulations through accurate reporting, auditing and resolve audit findings.
17. Provide current updated information and training on the Free Application for Federal Student Aid (FAFSA) and the California Dream Act Application (CADAA).
18. Perform other position-related duties as assigned.

Qualifications

- Master's degree preferably in student affairs or higher education management or the equivalent of a combination of education and related experience.
- Minimum of five years' experience in a Financial Aid Office.
- Demonstrated experience with an enterprise level Student Information System (SIS).
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Applicable California Education Code provisions and Title V requirements pertaining to Financial Aid.
- Technical Federal and State laws and regulations pertaining to student financial aid, including grants, scholarships, and loan programs.
- Accounting, budgeting, and fiscal reporting.
- Application procedures for financial aid programs, financial aid verification and packaging concept.
- Data processing systems and software applicable to the analysis, award, and disbursement of student financial aid.
- Personnel procedures and skill in supervising and training staff.
- Modern office procedures, methods, and equipment, including computers.

Knowledge and Abilities (continued)

Ability to:

- Work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Comprehend and interpret government regulations related to programs.
- Analyze student financial aid needs and award student financial aid.
- Develop and implement systems for effective delivery of student financial aid.
- Plan and organize work to meet changing priorities and deadlines.
- Select, train, and evaluate assigned staff.
- Analyze and prepare administrative reports, both narrative and statistical.
- Effectively represent the College to outside individuals and agencies in the course of work.
- Participate in the preparation and administration of assigned budget.
- Effectively communicate orally and in writing.
- Manage comprehensive sources of funds in excess of \$48 million.
- Apply legal and policy provisions/regulations to various problems consistently and correctly.
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued)

Seldom-Less than 25 percent = 1 Often – 51-75 percent = 3
Occasional 25-50 percent = 2 Very Frequent – 76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

11/2024