

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

## **Definition**

Under the direction of the Director, Financial Aid, supervises the operation and activities of assigned functions within the Financial Aid office.

## **Examples of Duties**

1. Assist the Director in planning and implementing policies and procedures that govern the day-to-day operations of the Financial Aid and Scholarships Office
2. Supervise, train, evaluates, and provides work direction and guidance to assigned staff
3. Assist the director with strategic planning, business planning, and other initiatives related to the operations
4. Assists in compliance standards for federal and state financial aid programs; ensures conformance to federal, state, and District policies, procedures and regulations
5. Assists in the preparation and submission of statistical and electronic data's related to financial aid.
6. Assist with outreach activities and dissemination of financial aid information to the campus community as appropriate; coordinate financial aid orientations and workshops to constituents.
7. Participate in budget preparation and administration, prepare cost estimates for budget recommendation, submit justifications for expenditures, and monitor and control expenditures
8. Advises students in matters related to financial aid, scholarships and grants, including explanation of application procedures, regulations and policies
9. Coordinate the financial aid application and award process with other departments and employees to help further student retention and success

### Examples of Duties (continued)

10. Represent the college at professional and community organizations; participate on related professional conferences and in-service activities; participate in college activities and committee.
11. Perform related duties as assigned

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university.
- Three years of progressively responsible experience in financial aid.
- Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees.

### **Knowledge and Abilities**

- Knowledge of and commitment to the California Community College mission
- The ability to organize and develop computerized financial aid procedures
- The ability to market the financial aid program to the students and to the community
- The ability to handle sensitive and complex issues
- A thorough knowledge of state and federal guidelines and regulations for financial aid
- Demonstrated ability to manage comprehensive financial aid funds in excess of \$11 million
- Communication skills appropriate to advising and collaborating with students, faculty, administration, and the community
- Demonstrated ability to effectively work with persons of diverse socioeconomic and ethnic backgrounds
- Knowledge of principles of supervision, training, and practices of office management
- Knowledge of computer operations/data processing systems
- Knowledge of accounting, budgeting, and fiscal reporting
- Knowledge of principles and techniques of interviewing
- Ability to prepare statistical reports
- Ability to apply legal and policy provisions to various problems consistently and correctly
- Ability to establish and maintain cooperative and helping working relations with students, staff, and others contacted in course of work

### **Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned

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Assistant Director, Financial Aid / Classified Administrator / Grade G

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.

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
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	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.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is a classified management position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)