



**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

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**Application Deadline: November 4, 2019; 5:00 p.m.**

**FINANCIAL AID TECHNICIAN**

12 months/year; 40 hours/week

(Set schedule varies, hours will include some evenings)

**BASIC FUNCTION:**

Under direction of the Director of Financial Aid, serves as a lead worker for the financial aid and student loan process, monitoring program compliance; assists students with the application process; determines eligibility and awards; reviews and analyzes information; prepares related reports; performs other duties as assigned.

**REPRESENTATIVE DUTIES:**

Serves as a lead worker for the financial aid and/or student loan process; coordinates activities; assists with program planning, operations, and reporting by providing information, suggestions and statistics.

Interprets and implements rules, regulations, policies, and procedures for assigned program; reviews a variety of records and files for compliance; resolves questions and issues, including unique financial assistance situations.

Ensures effectiveness of the financial aid delivery system by integrating statutory and other changes into the system as needed and provides related training for staff.

Communicates with faculty, staff, students, and other individuals and organizations to provide program information and assistance; may refer students to other related programs.

Plans and conducts financial aid and student loan workshops for students and parents and orientation sessions for students.

Assists students in completing the financial aid and/or student loan application process; processes incoming documentation to determine if it is complete and acceptable, completes needs analysis calculations; determines eligibility and awards; assists in resolving eligibility issues; authorizes fee waivers for students.

Notifies students of eligibility; interviews and advises students regarding their rights, responsibilities, awards, academic progress, policies, and procedures under the assigned program.

Assists in the financial aid check distribution process; by verifying eligibility prior to releasing monies.

Revises, and maintains computer databases to track students; inputs and analyzes data; provides statistical information; analyzes data; prepares and maintains a variety of correspondence, reports,



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documents, and forms; maintains and organizes records and files; may submit electronic reports to governmental agencies.

Certifies students for California Promise Grant

Prepares for audits and program review as needed; assists in resolving related issues.

Answers telephones and assists at the counter in answering questions, scheduling appointments, completing forms and processing students' files.

Operates a variety of office equipment including a personal computer and related software, calculator, copier, and others as applicable.

Supervises student employees; trains and provides work direction to others as assigned.

Attends meetings and conferences.

Participates in special Student Services student outreach activities as assigned.

Performs other duties as assigned.

### **KNOWLEDGE OF:**

Federal and state student financial assistance programs; outreach techniques and methods; public speaking techniques; verbal and written communication skills; interpersonal skills using tact, patience, and courtesy; interviewing and advising techniques; and computerized financial recordkeeping techniques.

### **ABILITY TO:**

Learn, interpret, apply and explain rules, regulations, policies, and procedures of federal and state student financial assistance programs and the department; interview and advise students from diverse ethnic and socio-economic backgrounds; understand and follow verbal and written directions; analyze situations accurately and adopt an effective course of action; review information for compliance purposes; read financial and income tax statements; communicate effectively both verbally and in writing; plan and organize work; establish and maintain cooperative and effective working relationships with others; meet schedules and timelines; work independently with little direction; complete work with many interruptions; train and provide work direction to others; maintain records and prepare reports; operate a variety of office equipment including a personal computer and related software, calculator, copier, and others as applicable; and provide own transportation.

### **WORKING CONDITIONS:**

Office environment; subject to interruptions and distractions; drives to College Centers.

Physical demands include sitting, standing, reaching, bending, walking, and occasional light lifting (up to 15 lbs).



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### **SALARY AND BENEFITS:**

The monthly salary range is \$3,900 – 4,877 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 19 paid holidays annually.

**APPLICATION PROCEDURE:** By **November 4, 2019; 5:00 p.m.**, submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Human Resources, [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: [https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf)
- Cover letter, including a description of work experience as it relates to the representative duties of this position
- Resume
- Contact Information for 3 professional references (no letters please)

***Incomplete application packets will not be forwarded to the selection committee.***

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.



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**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*