CSUB JOB ANNOUNCEMENT

Position Title: DIRECTOR OF FINANCIAL AID (Administrator III)
Recruitment #: #2043
Full/Part-Time: Full-Time
Employment Type: MPP – this administrative position is part of the California State University Management Personnel Plan. No tenure or permanent status can be achieved within the MPP.
Bargaining Unit: M80
Salary: The salary is competitive, depending upon qualifications and experience of the successful candidate. This administrative position is part of the California State University Management Plan and includes an excellent benefits program. Exempt
Department: Office of Financial Aid & Scholarships, Enrollment Management Division
Available: September 1, 2016
Special Conditions: Background/ Fingerprint & Credit Clearance
Sensitive Position: Yes
Posted: July 14, 2016
Closing Date: The position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Under the general direction of the Associate Vice President for Enrollment Management, the Director of Financial Aid & Scholarships is responsible for the timely and accurate awarding and disbursing of financial aid (grants, athletic-grant-in-aid, federal student loans, scholarships, fellowships, work-study, and tuition fee waivers) to CSUB students. The Director provides leadership and direction of financial aid departmental staff with regard to the policies, procedures, and operations involved with the awarding and delivery of federal, state and institutional financial aid and scholarship programs. The Director is responsible for policy development, legislative and regulatory analysis and compliance; funds and program management and community support; presenting financial aid information at outreach events, as needed; annual Fiscal Operations Report and Application (FISAP) & FADB reports; federal Program Participation Agreement (PPA) updates; CSAC Institutional Participation Agreement (IPA) updates and annual COA reporting; audits; and Financial Aid Advisory Committee.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
DUTIES:
Departmental Leadership and Strategic Planning:
- Creates a high quality, effective, and comprehensive financial aid program responsive to the needs of CSUB students and the campus;
- Maintains in-depth knowledge and experience working with federal, state, California State University System, and institutional aid programs;
- Directs a program with high commitment to, and compliance with, federal, state, California State University System, and institutional regulatory and statutory policies, procedures and programs;
- Ensures policy development, legislative and regulatory analysis and compliance;
- Funds and program management and reconciliation;
- Oversees the application, selection, and awarding of scholarships offered through the CSUB Foundation;
- Oversees strategic planning, departmental budget and resource management;
- Supervises, coaches and evaluates the work of staff to ensure accurate processing of applications and proper administration of programmatic responsibilities; facilitates team unity; and promotes a commitment to diversity and fairness;
- Oversees staff recruitment, development, and performance evaluations
- FISAP, FADB reports; Federal PPA & CSAC IPA updates and annual COA reporting

Process Management and Automation:
- Oversees and accurately complete the implementation, awarding, and monitoring of federal, State, CSU System, institutional, and private grants, scholarships, loans, and work-study. Continually reviews and updates office processes – manual and automated – with the aim of streamlining and enhancing the work.
- Ensures that update information in the PeopleSoft database is accurate and timely;
- Ensures that work is compliant with federal, state, and institutional regulations;
- Collaborates with Information Technology, Student Financial Services, and Admissions to ensure awareness of the most recent technologies available to the office. Implements and maintains upgrades to the Financial Aid modules within the PeopleSoft system.

Professional Development and Participation:
- Attends regular CSU System sponsored meetings, as well as national/regional/state conferences as necessary;
- Represents the Enrollment Management unit at programs and functions when requested. Serves on various university committees; attends and reports back to assigned unit with recommendations;
- Provides financial aid counseling and information at local area college nights at high schools, community colleges, and other organizations.

Professional Expectations:
Must be able to support and move new initiatives forward. Work effectively with colleagues and students in a team environment; lead and participate in collaborative problem solving; build trusting relationships by acting with integrity, courtesy, and responsibility, even in stressful or demanding situations; display empathy, respect, and honesty in all forms of communications at all times; meet all required standards of confidentiality.

REQUIRED QUALIFICATIONS: A master's degree is required in one of the behavioral sciences, public or business administration (attach a copy of college degree/transcripts to application), or a job-related field; ten years of progressively responsible professional experience in a college or university financial aid office; three years of Assistant/Associate Director experience in a college or university financial aid office; thorough working knowledge of federal, state, and institutional financial aid programs, policies, procedures and reconciliation practices. advising or student services work experience. Demonstrated expertise in one or more areas: student services or counseling, advising. Have at least five years of successful leadership and management of student academic support services.

Additional Skills, Knowledge & Abilities:
- Demonstrate organization and analytical skills (including experience in reconciling large financial aid accounts and/or program funds;
- Demonstrated student service experience in a college or university requiring a very high level of diplomacy and professionalism;
- Ability to supervise, train, and motive staff;
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems;
- Ability to initiate, establish and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds;

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• Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing;
• Thorough knowledge of English grammar, spelling and punctuation;
• Ability to interpret, communicate and apply policies and procedures;
• Demonstrated ability to maintain as high degree of confidentiality;
• Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, online systems, Internet as well as online calendaring and E-mail;
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

PREFERRED QUALIFICATIONS:

• Ph.D. or Doctoral degree from an accredited university in Education, Business or job-related field administration (attach a copy of college degree/transcripts to application);
• PeopleSoft experience in a college or university Financial Aid Office;
• Bilingual in Spanish and English

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: This position is currently on the List of Conflict of Interest Designated Positions for CSU Bakersfield. This requires the filing of a statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every two years thereafter.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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