CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>ASSOCIATE DIRECTOR OF FINANCIAL AID &amp; ENROLLMENT MANAGEMENT TECHNOLOGY (Administrator II)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2203</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
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<td>Employment Type:</td>
<td>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.</td>
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<td>Bargaining Unit:</td>
<td>M80</td>
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<td>Salary:</td>
<td>The salary is competitive, depending upon qualifications and experience of the successful candidate. This 12-month administrative position is part of the California State University Management Plan and includes an excellent benefits program. Exempt</td>
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<td>Department:</td>
<td>Office of Financial Aid &amp; Scholarships, Enrollment Management</td>
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<td>Available:</td>
<td>Immediately</td>
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<td>Special Conditions:</td>
<td>Background/ Fingerprint &amp; Credit Check Clearance</td>
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<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>October 20, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>November 3, 2017</td>
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THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.

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 Associate Director of Financial Aid & Enrollment Management Technology provides support to the Division of Enrollment Management and the Financial Aid Departments’ mission of retaining and graduating students. The Associate Director works collaboratively with the Director of Financial Aid & Scholarships and other staff members to administer all aspects of the financial aid process, which includes but not limited to the development, administration and interpretation of financial aid policies and procedures in accordance with established federal, state and institutional guidelines. The incumbent is responsible for strategic planning and management of all technical systems and operations used by units within Enrollment Management. Using Oracle/PeopleSoft Campus Solutions, the Associate Director supports the technical and functional infrastructure needs of staff in all units in Enrollment Management, specifically, Admissions, Registrar’s Office, Financial Aid, Student Outreach, Educational Opportunity Program (EOP) and Academic Advising.

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.
& Resource Center (AARC). The Associate Director serves as a partner with the leadership in Information Technology Services (ITS) to coordinate technical support for staff in the Enrollment Management unit.

**DUTIES:**
- Responsible for supervision of the day-to-day operations of the Financial Aid office and service to students;
- Responsible for the supervision, training, development and accountability of the front office staff, financial aid advisors and office workflow;
- Evaluate student’s satisfactory academic progress (SAP) and facilitate the appeal process;
- Provide guidance for special circumstances and professional judgement cases;
- Assist with the development and coordination of yearly activities including the development of new materials, forms, FISAP Reporting, FADB Reporting, Monthly reconciliation including Pell and Direct Loans, Cal Grant, and Limited funds;
- Assist the Director in the development of effective aid packaging strategies to make the most efficient use of limited financial resources;
- Assumes responsibilities of the Financial Aid & Scholarships office in the absence of the Director;
- Conduct financial aid presentations, both on and off campus, as needed;
- Configure Aid Year Rollover for Financial Aid which includes: Aid Year tables, FA Term, Budgets, Item Types, Packaging, SAP and Disbursements;
- Responsible for the data processing, data analysis, data maintenance, reporting, and information systems supporting Enrollment Management;
- Develop query(s) in PeopleSoft Student Information System for Enrollment Management;
- Provide PeopleSoft technical support and training for Enrollment Management;
- Oversees other ancillary support systems including document management (archival imaging and retrieval system), Smart Planner, Education Advisory Board (EAB), Academic Works, CSU Apply application for admissions system and all other systems supported by Enrollment Management;
- 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;

**REQUIRED QUALIFICATIONS:** A Bachelor’s degree is required in the computer sciences or a job-related field; five (5) years of progressively responsible professional experience in a college or university financial aid office; one (1) year 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; Have at least five (5) years of experience in a technology related profession with experience in systems analysts. Demonstrated expertise in one or more areas: programming, query writing, or systems analyst. Regular and reliable attendance is required.

**Additional Skills, Knowledge & Abilities:**
- Previous supervisory, managerial, and leadership experience;
- Ability to interpret, communicate and apply policies and procedures;
- 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;
- Experience working with a relational database management system;
- Experience using native SQL to develop reports and/or perform data extraction strategies;
- Exceptional analytical and communication skills;
- In-depth experience with the PeopleSoft Campus Solutions to include functional Financial Aid module operations and associated tables and forms;
- Experience with Common Origination and Disbursement (COD), Central Processing System (CPS), National Student Loan Database (NSLDS), California Student Aid Commission (CSAC), Electronic Loan Management (ELM), EdConnect;
- Ability to communicate complex technical ideas and concepts in terms that non-technical staff can understand and apply to their work;
- Ability to work in a diverse environment;
- Must be sensitive to the needs of individual while maintaining the legal and fiscal integrity of federal, state and institutional aid programs.
- Ability to analyze complex situations and determine appropriate courses of action while engaged with students in personal interactions of a sensitive nature.
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: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year 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.