

Office of Financial Aid & Scholarships Financial Aid, Supervisor

**Bakersfield College
Kern Community College District
JOB DESCRIPTION**

Definition

Under general direction of the Director of Financial Aid & Scholarships or assigned Administrator, the Site Supervisor will oversee reconciliation and technology processes with the following major responsibilities: supervise, assign, review, and participate in the work of staff responsible for financial aid processes; maintain fund control records in accordance with funding level limitations; provide insight and leadership regarding various functions of compliance review, communications, systems review, and budget assessment; perform a variety of technical and complex financial aid duties including interviewing students and assisting in making determination regarding student financial aid and work study program eligibility and award levels; assist students in the interpretation of financial aid regulations and program policies.

Examples of Duties

1. Supervise assigned staff including the assignment of duties and responsibilities; monitor and review work activities; identify training needs and develop and implement training plans as appropriate; evaluate the performance and participate in the screening and selection process of assigned staff.
2. Participate in the planning, development, and management of the budget; provide insight to leadership regarding various functions of compliance review, communications, systems review, and state and federal budget assessment.
3. Maintains knowledge of relevant and current State, federal, and district policies and regulations, and assures that office operations and personnel are in compliance.
4. Oversee grant programs on a campus; award, disburse and reconcile program funds based on established program guidelines; assure proper steps and analyses are performed and documented for each student.
5. Work with the Business Services and District Information Technology to ensure proper fund management and disbursement as well as accurate and timely exchange of information between school information systems.

6. Coordinate internal reconciliation efforts and report to reviewing entities such as auditors, program reviewers, CAL Grant, PELL, Loans and state funds.
7. Create and maintain financial aid recipient files; maintain financial aid records and prepare financial aid reports for various grant and loan disbursements; revise budgets and awards as necessary to prevent overspending of awards.
8. Plan and schedule staff to assure coverage in accordance with applicable regulations and efficient use of personnel.
9. Prepare detailed reports as required; develop and generate statistical data and reports related to various programs supervised.
10. Perform the most technical and complex tasks of the work unit; may perform intake and registration tasks.
11. Attend and participate in professional group meetings; maintain awareness of trends and developments in the field of financial aid; incorporate new developments as appropriate.
12. Perform related duties as assigned

Minimum Qualifications

- Any combination equivalent to: A Bachelor's degree from an accredited college or university with major course work in Business or other related field AND three (3) years of related experience.
- OR Associate degree from an accredited college/university and five (5) years of related experience. Two years of demonstrated experience providing lead direction to lower level staff.

Knowledge and Abilities

Knowledge of:

- Federal and State rules and regulations pertaining to the financial aid application process and eligibility.
- Various financial aid programs and related regulations.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.

- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability To:

- Interpret, apply, and ensure compliance with applicable federal and state rules and regulations.
- Explain complex regulations and requirements of various financial aid programs.
- Maintain a satisfactory level of progress toward the Professional Development requirement for the purpose of training staff and high school counselors.
- Train, supervise, and evaluate personnel.
- Exercise leadership and maintain good working relationships with faculty, students, and staff.
- Effectively communicate orally and in writing.
- Oversee the preparation and presentation of workshops.
- Establish and maintain cooperative and effective working relationships with others.
- Effectively work within a system of participatory governance.
- Facilitate change in a productive and positive manner.
- Foster teamwork and to establish consensus.
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of 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.

Seldom—Less than 25 percent = 1
25-50 percent = 2

Often—51-75 percent = 3 Occasional—
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.
3	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.
2	Ability to lift 10 pounds.
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)