Position Title: Financial Aid Systems Analyst

Job Bulletin Number: 103239

Classification: Administrative Analyst/Specialist Exempt III

Department: Financial Aid Office

Full/Part-time: Full-time

Employment Type: Probationary/Permanent

Bargaining Unit: CSUEU, Unit 9

Pay Plan: 12 month

Salary Range: $5,908 - $11,481 per month. Hiring salary will be $6,500 - $7,250/month commensurate with education and experience.

*Position is expected to start June 1, 2020.

Benefits: Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.

Pre-Employment Conditions: Background

Closing Date: Open until filled.

**HOW TO APPLY:** Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).

**ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:**
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.
POSITION SUMMARY:
The Financial Aid and Scholarship Office processes more than 1,200 financial aid applications annually and disburses more than $13 million dollars in financial aid. Applications are transmitted electronically from a U.S. Department of Education application-processing center. The office manages all aspects of application processing including loading applications; verifying data, data exchanges with multiple federal, state, CSU and private aid agencies or contractors; data reconciliation and extensive reporting. Technological enhancements and changes occur multiple times each year – many of these are specific to financial aid applications, formulas, programs and reports.

This position reports to the Financial Aid Director and has the primary responsibility for PeopleSoft Financial Aid production for the office. Working under general direction, this position is responsible for the advanced-level functional expertise, leadership and technical support of the financial aid module in PeopleSoft.

MAJOR RESPONSIBILITIES:

Student Information System Maintenance
- Create and maintain setup within various modules of PeopleSoft Financial Aid/Campus Solutions.
- Manage and serve as the expert for PeopleSoft production including creating and scheduling processes, confirming process completion, and reviewing and distributing output.
- Manage the financial aid data file creation and electronic file transfers between PeopleSoft and internal and external systems including daily, weekly and monthly data transfers between the California Student Aid Commission, the Federal Department of Education systems - CPS, NSLDS, COD and Direct Loans, the CSU, and private lenders.
- Manage the Perkins loan process including sending and receiving files from ECSI.
- Manage the Aid Year Rollover process.
- Research and write reports for internal and external constituents.
- Identify and make recommendations for system/process improvements and training.
- Identify cross-functional issues and collaborates with other units to ensure that appropriate solutions are identified and implemented.
- Maintain written documentation for system processes and procedures. Develop and document appropriate test cases to perform testing for modifications, customizations, fixes, interfaces, and patches.
- Manage the testing of annual vendor upgrades to the Student Information System (PeopleSoft) and analyze the impact to financial aid processes.
- Serve as a liaison to central CMS technical staff.

Financial Aid Staff Support
- Provide information and interpretation of the rules, regulations, and application procedures for financial aid programs to financial aid staff.
- Provide guidance to financial aid staff on supplementary forms and explanations needed to address individual circumstances.
- Create custom reports to find specific populations of students as needed to award aid and resolve discrepancies.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree in the social sciences, business administration, education, information systems or a closely related field or a combination of education and experience which provides the required knowledge and abilities.
- Advanced knowledge of PeopleSoft 9.0 student financial aid systems.
- Advanced knowledge of PeopleSoft Packaging Equations and ability to create and update existing equations as needed.
- Demonstrated ability to troubleshoot complex, far reaching PeopleSoft issues across Campus Solutions modules.
- Experience with Bundle testing.
- Advanced skill in writing SQL to query data from a relational database.
• Knowledge of and ability to apply state and federal student aid laws, regulations and processes including the U.S. Department of Education and the California Student Aid Commission.
• Ability to recommend business processes, administrative systems, and/or policy changes to bring business processing in line with competing policies, procedures, and laws.
• Ability to query data from a relational database (i.e. PeopleSoft) and make data-driven decisions.
• Ability to organize and coordinate complex activities.
• Ability to analyze information, problems, or procedures to define objectives and identify alternatives or courses of action.
• Ability to make written or verbal proposals and implement procedural changes.
• Ability to self-identify problems and exercise independent judgment in the application of complex guidelines and regulations.
• Ability to assess a problem from all perspectives and present possible solutions, in writing or in person, along with a recommended solution.
• Ability to forecast future problems for the organizational unit and mitigate these issues by developing and proposing proactive solutions.
• Excellent communication and interpersonal skills.
• Proven ability to interact and work effectively with users of various skill levels to develop simple, user-friendly, customer-oriented and efficient solutions.
• Ability to work independently and as a part of a team, providing high-quality, customer-focused services to the unit’s constituencies.
• Ability to solve problems under pressure, often with frequent interruptions.

PREFERRED QUALIFICATIONS:
• Advanced degree
• Knowledge of CSU administrative structures

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS: Involves mainly sitting; walking and standing is minimal; involves lifting lightweight objects limited to 15 pounds.

BACKGROUND CHECK: A background check (including a criminal records check) must be satisfactorily completed 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.

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 revised July 21, 2017 as a condition of employment.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status.