



Job Bulletin 102837 – 13/14

FINANCIAL AID COUNSELOR

Classification – Student Services Professional II

Time base – Full Time

*This recruitment will remain open until filled. For priority consideration, please complete on-line application by **May 25, 2014**. A review of applications will begin May 26, 2014 and the review period may end at any time thereafter.*

ABOUT THE CALIFORNIA MARITIME ACADEMY:

Established in 1929, California Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, the campus serves a student population of approximately 1050 undergraduates and 50 graduates. 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.

MAJOR RESPONSIBILITIES:

Needs Packaging & Analysis

- Review financial aid applications and supplementary documents to determine eligibility for funds administered by the Financial Aid Office.
- Screen documents for completeness and counsel students on aid eligibility.
- Accurately assess students' financial aid eligibility by comparing information on aid application documents, adjusting data and resolving inconsistencies.
- Use federal, state and institutional financial aid rules, regulations and professional judgment to assess students' and/or families' ability to contribute to the cost of education.
- Package and/or revise awards for students as required. Take appropriate action for students who: withdraw, reduce course load, receive less earnings than initially expected, or have changes in family financial circumstances.
- Responsible for learning general eligibility criteria and verification guidelines for all aid administered by the Cal Maritime Financial Aid Office.

Counseling & Customer Service

- Advise students and families regarding financial aid programs offered by federal, state and local agencies.
- Provide information and interpretations of the rules, regulations, and application procedures for financial aid programs.
- Provide guidance on supplementary forms and explanations needed to meet individual circumstances.
- Use an understanding of the special needs and problems experienced by students from disadvantaged backgrounds and address these needs by offering supportive guidance, options and when appropriate, financial assistance.
- Maintains an openness, sensitivity, and helpful demeanor with all who seek advice and information.

Administrative Duties

- Active contributor to discussions and recommends change when appropriate to better meet the needs to the populations served.
- Serve as the office coordinator for one or more financial aid related programs. Programs may include but are not limited to: Scholarships, Verification, and Work-Study. Policies and/or procedures for assigned programs must be written or updated as required.

Outreach

- Present general financial aid information and/or conduct financial aid application workshops for current and prospective students, parents, high school counselors and other interested parties in group settings

SPECIAL REQUIREMENTS:

- Incumbent will be required to work some weekends for outreach events.
- Finalist will be required to satisfactorily complete a background investigation.
- 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.

MINIMUM QUALIFICATIONS:***Experience:***

Possession of these knowledge and abilities is typically demonstrated through the equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master's degree in a job-related field may be substituted for one year of the professional experience.

Education:

Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

KNOWLEDGE, SKILLS & ABILITIES:***Required:***

- Knowledge of the complex rules and regulations of state, federal and institutional financial aid programs.
- Must have a working knowledge of financial aid application procedures, federal needs analysis methodologies, and financial aid packaging policies and procedures.
- Knowledge of federal income tax forms and filing requirements.
- Must be able to work effectively and efficiently under pressure, be diplomatic and attend accurately to details.
- Ability to adapt to rapidly changing aid program regulations and procedures.
- Ability to work quickly, effectively and accurately within established deadlines and timetables.
- Ability to interpret and articulate procedures and options clearly and accurately and to use independent judgment in recommending alternatives to students and parents.
- Excellent written and verbal communication skills.
- Must have the capacity for self-direction and self-correction and demonstrated skill in organizing and coordinating complex activities or projects.

Preferred:

- Experience with PeopleSoft Student Information System
- Expertise with web applications
- Expertise with Windows operating systems

SALARY RANGE: \$3,566 - \$5,069 per month. Starting salary budgeted at up to \$4165 per month (commensurate with education and experience).

APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone or email.

BENEFITS: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave.

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.

Equal Opportunity Employer/Minorities/Females/Veterans/Individuals with a Disability