



Job Bulletin 102844 – 13/14

DIRECTOR OF FINANCIAL AID

Classification – Administrator II

Time base – Full Time

This recruitment will remain open until filled. A review of applications will begin immediately 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 (CSU), 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:

The Director of Financial Aid is responsible for:

- The timely and accurate awarding and disbursing of financial aid (grants, loans, scholarships, work-study, and tuition fee waivers) to Cal Maritime students.
- Ensuring timely and customer-oriented service to the students, campus community, and the public.
- Maintaining compliance with all federal, state, CSU and Cal Maritime regulations pertaining to the administration and awarding of financial aid funding.
- Submitting timely and accurate financial aid reports as required by federal, state, CSU and other agencies.
- Supervising the Financial Aid Office and Staff.

SPECIAL REQUIREMENTS:

- 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: Bachelor's degree required. Advanced degree preferred.

Education: Five years of progressively responsible experience in financial aid administration with at least two years of supervisory experience.

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

- Proven experience with integrated financial aid systems (preferably PeopleSoft) including process planning and implementation. Working knowledge of COD, NSLDS, and SAIG preferred.
- Comprehensive working knowledge of financial aid administration requirements of federal, state and private funds.
- Ability to maintain a current and comprehensive knowledge of federal, state, and CSU System financial aid regulations.
- Experience managing financial aid budgets and reconciliation procedures.
- Demonstrated sound judgment; effective problem-solving skills; and be creative and flexible.
- Excellent verbal and written communication skills and experience with financial aid presentations in group/individual settings.
- Demonstrated ability to respond to audits as they occur.
- Demonstrated ability to work in a team-based environment. Flexibility to adjust priorities quickly.

Preferred:

- Experience with PeopleSoft Student Information System
- An understanding of California public higher education.
- Project management experience

SALARY RANGE: Starting salary budgeted at \$85,000.

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