Position Number: CLA14-118

POSITION DESCRIPTION
Under the supervision of the Director, Financial Aid & Scholarships and within the Division of Student Services, performs student advisement, specialized clerical and office support functions relating to financial aid and the scholarship program. Duties include, but are not limited to: correspondence, bookkeeping, record keeping, data entry, monitoring student applications and accounts, problem solving, specific student services related projects, advising students, etc. Specialists are expected to become familiar with general duties, specific departmental duties, and to become familiar with other departmental functions. Specialists perform other duties as assigned.

ESSENTIAL DUTIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Learns, understands, interprets, applies, and assures compliance with institutional, state and federal regulations, laws, legal mandates, policies, rules, and guidelines to a variety of operational procedures.

2. Coordinates student educational resources as required for financial aid eligibility purposes.

3. Responsible for all phases of the development, implementation and oversight of the college's annual Institutional Scholarship Program; including data entry, querying applicant data, scheduling and organizing meetings and supporting and participating in the annual Scholarship Awards and Donor Reception Event.

4. Oversees data integrity for all scholarship accounts; including information that may be of a privileged or sensitive nature. Performs other computer tasks relative to the operation of the department and scholarship program.

5. Maintains various records, student scholarship accounts, and prepares reports of office operations, reconciliation for program accountability and effectiveness as instructed. Assists in the preparation and submission of college, federal and state mandated reports and documents.

6. Serves as clerical support and directs office correspondence as appropriate. Composes and distributes correspondence; answers and redirects inquires. Prepares and types minutes of selected meetings.

7. Assists in the coordination of departmental functions and special events with campus departments, such as the COC Foundation, Associated Students, EOPS/CARE, CalWORKs, Adult Re-Entry and other scholarship program related departments.

8. Processes donor and student scholarship funds, reimbursement requests, purchase orders, and scholarship fund transfers.

9. Prepares and edits scholarship consumer information and other program publications in both electronic and print formats. Assists with departmental publicity, including web page.
10. Utilizes current and future scholarship program software and innovative programs to track and maintain student scholarship awards and accounts.

11. Provides students with orientation and information regarding student scholarship opportunities. Provides information relevant to applications and deadlines; advises student on scholarship searches, applications and account information.

12. Maintains accurate and up-to-date scholarship account records. Maintains files and bookkeeping on scholarship program fiscal operations. Makes deposits and transfers, maintains accurate income and expenditure records, and reconciles scholarship accounts with other campus departments.

13. Conducts scholarship program related outreach and applicant recruitment efforts for the college’s Institutional Scholarship Program.

14. Cross-trains and performs the essential duties of equal or lower level classifications/positions within the department, as required.

15. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES
Position requires ability to:

- Learn, understand, interpret, and apply institutional, state and federal regulations, legal mandates, policies, rules, and guidelines regarding financial aid functions, including Title IV, California Education Code, and FERPA law.
- Apply knowledge of modern office practices and equipment including automated word processing, record management and filing systems, and telephone techniques.
- Demonstrate excellent customer service skills and ability to multi-task in a high stress, team-oriented environment.
- Assume responsibility and perform repetitive work, or continuously perform the same work with accuracy and efficiency.
- Establish and maintain comprehensive and accurate files and records, prepare concise and complete reports as required.
- Provide appropriate information to the students, faculty, staff, and the public in a friendly and professional manner.
- Maintain confidentiality when dealing with sensitive and privileged material and information.
- Take responsibility and use professional judgment based on established guidelines and procedures.
- Type with speed and accuracy; make arithmetical calculations in like manner.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services.
- Communicate effectively orally and in writing.
- Understand and carry out oral and written directions.
- Ability to hear and understand speech at normal levels.
- Ability to work at a desk, a conference table or in meeting rooms of various configurations for extended periods of time.
- Establish and maintain cooperative working relationships with faculty, staff, trainees, and others connected in the performance of duties.
- Ability to adapt to changing student and procedural requirements.
- Show willingness to participate in cross-training activities; ability to learn quickly and retain new information.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MINIMUM QUALIFICATIONS
Experience: Two (2) years full-time equivalent experience working in educational institutions or government-regulated agencies, or comparable experience working with the public is required.

Education: Education equivalent to an Associate’s degree (60 semester units) from an accredited college or university is required. Two (2) additional years of direct experience as identified above may be substituted for each year (30 semester units) of college.

 Desired Qualifications:
- Financial Aid experience.
- Associate’s degree.
- Must be proficient in MS Office and database computer software applications.
- Previous experience working with an administrative computer information management system, preferably Datatel.

SALARY PLACEMENT
Salary placement will be on Range 18 of Classified Represented Salary Schedule B ($3,313-$5,201 per month). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($3,313/$3,522/$3,722) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 40 hours. Paid holiday, discretionary, and sick time are provided. Ten vacation days accrue during the first year of employment. A regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.
PHYSICAL CHARACTERISTICS
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; intermittent exposure to impatient, angry and/or verbally aggressive individuals; and travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS
Full-time employees are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive is available to eligible Classified Represented and Confidential employees.

RETIREMENT: Classified employees contribute to the Public Employees’ Retirement System (PERS), a defined benefit retirement plan through the State of California. Various additional benefit options are available to retired employees.

CONDITIONS OF EMPLOYMENT
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official, sealed transcripts are required upon offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online. Please visit our website at http://www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- **District CLASSIFIED Application.**
- **Detailed resume,** which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
- **Copies of complete and legible college transcripts** clearly indicating all college units earned and any degree awarded. You can submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.
  a) Please describe your experience working in a community college, college, university, K-12 school, and/or government-regulated agency or your comparable experience involving application processing and data management activities to assist the public. Include employer name(s), position title(s), dates of employment, full-time or part-time status (with hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
  b) Do you possess education equivalent to an Associate’s degree (60 semester units) from an accredited institution? (yes/no)
     If yes, please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
  c) Please describe your experience working with MS Office Suite (including Microsoft Word, Excel, Access, and Outlook e-mail) as well as web-based applications. Please provide examples of how you have used each program/application in the workplace.
  d) Please describe your experience working with an administrative computer information management system, such as Banner, Datatel, or PeopleSoft.
  e) Please describe your customer service experience as it relates to assisting the public.
  f) Please describe your experience with project planning, from development to completion.
  g) Please describe your experience working with student scholarship programs, including application support and account maintenance.
  h) Why do you want to work as a “Student Services Specialist II (Scholarships)” staff member at College of the Canyons?

- **Letters of Reference** are optional.
- **Confidential Recruitment Source Sheet** (optional).

Please note:

- **Skills evaluation of candidates for interview may be required.**
- **Travel and relocation expenses are the responsibility of the applicant.**
- **Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.**
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- **Applicants are encouraged to apply online. If you need assistance with the application process, contact:**

  Human Resources Office
  (661) 362-3427
  TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of May 26, 2015 and June 1, 2015 and conduct final interviews between the weeks of June 1, 2015 and June 8, 2015. This is an estimated timeline, and is subject to change.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

(continued in next column)