CLASSIFIED MANAGEMENT VACANCY ANNOUNCEMENT

POSITION                   DIRECTOR OF FINANCIAL AID

WORK SITE/DURATION        Financial Aid Office
                          Full-time, 12 month position, 40 hours per week (100%)
                          District funded

COMPENSATION AND BENEFITS
                          Salary range from: $81,084 - $89,388 year
                          Salary placement step 1 through 3 depending on education and experience
                          Range 2 on Classified Management Salary Scale #4

REPRESENTATIVE DUTIES     Under administrative direction from the Dean of Enrollment Services, plan, develop,
                          organize and direct the daily operations of the Financial Aid office, including state and
                          federal financial aid, scholarship, Board of Governors Financial Aid Program, student
                          employment, financial aid application lab; train, supervise and evaluate the performance
                          of assigned staff; resolve complex or unusual problems and situations related to the
                          financial aid function.

EDUCATION AND EXPERIENCE  Bachelors degree in a related field and a minimum of three years of progressively
                          responsible experience in a community college or other public agency, to include 2
                          years of administrative or supervisory responsibility.

APPLICATION DEADLINE      April 30, 2010 by 5:00 pm

To be considered for the position, applicants must submit the following application materials to the Imperial Valley
College Human Resources Office by the application deadline in order to assure consideration for the position.
FAXED MATERIALS WILL NOT BE ACCEPTED. Applications which do not include all of the required materials will not
be forwarded to the screening committee for consideration. Materials submitted become property of the District
and will not be returned, copied, or considered for other openings.

Your application is not complete until the following materials have been received.

1. Completed application form signed by the applicant.
2. Written responses to all supplemental questions.
3. Three current letters of recommendation from persons having first-hand knowledge of applicant’s qualifications.
5. Copy of transcripts verifying degree(s) awarded (Note: Foreign transcripts and degrees must include an evaluation by a United States clearing house)
7. Completed EEO (optional).

Applications are available in the Imperial Valley College Human Resources Office, Building 2400, 380 E. Aten Road, Imperial, CA 92251. Application materials are also available for downloading from the Imperial Valley College website, www.imperial.edu.

Imperial Community College District is an Equal Employment Opportunity Employer.
Please answer the following questions. These supplemental questions will be used with other application materials to screen applicants for interview. **Failure to submit a specific answer to each of these supplemental questions will result in your disqualification for the position.** Referal to other application materials is not an acceptable answer.

1. Describe your experience working in community college financial aid or related offices and how your position(s) involved levels of increased responsibility.

2. Describe your experience in supervising, assigning, coordinating, evaluating, and directing the work of employees.

3. Describe your experience and knowledge working with computer programs, naming each software program and your level of expertise. Include any student databases with which you have worked and at what institution you used them.

4. Describe your experience in preparing and analyzing statistical reports.

5. Describe your knowledge and experience in interpreting and applying state and federal regulations as they pertain to California community colleges in general and financial aid specifically.

6. Describe your knowledge and experience with records management and document imaging.
CLASS TITLE: DIRECTOR OF FINANCIAL AID

BASIC FUNCTIONS:

Under administrative direction from the Dean of Enrollment Services, plan, develop, organize and direct the daily operations of the Financial Aid office, including state and federal financial aid, scholarship, Board of Governors Financial Aid Program, student employment, financial aid application lab; train, supervise and evaluate the performance of assigned staff; resolve complex or unusual problems and situations related to the financial aid function.

REPRESENTATIVE DUTIES:

Plan, develop, organize, and direct the District’s federal and state financial aid programs; interpret, implement and maintain current knowledge of federal and state guidelines concerning financial aid program.

Develop and implement policies and procedures concerning the operations of the financial aid program; revise as necessary to comply with changes in federal and state laws.

Prepare reports for all funding sources; prepare and verify expenditure reports required by federal and state agencies.

Monitor status of program funds; prepare budget and disbursement guidelines; account for proper expenditure of financial aid funds.

Review correspondence from students with special circumstances and resolve as appropriate; interview and advice students regarding financial aid matters; conduct student appeals as appropriate and forward unresolved appeals to the Appeals Committee.

Manage the District’s outreach and in reach activities relating to financial aid and scholarships. Develop annual and comprehensive Program Review documents and year assessments; develop, assess and report yearly Service Area Outcomes.

Train, schedule, assign, supervise, and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures.

Plan and direct the District’s scholarship program to assure awarding of scholarships consistent with applicable requirements.

Establish, implement, and manage the financial aid computer information system used to process all financial aid applications.

Coordinate with a variety of other department to assure timely processing of financial aid and to disseminate program information; confer with information services personnel regarding financial aid software.
Prepare a variety of complex statistical and narrative reports; assure the maintenance of accurate records and files.

Provide financial aid application process and information to feeder high schools as appropriate. Attend a variety of meetings, workshops, and conferences; represent the District to other educational institutions and community organizations and agencies.

Participate in shared governance through service on planning and/or operations committees and task forces.

Perform other duties and assigned or required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Planning, organization and direction of a financial aid office
- Pertinent federal, state, and local laws, codes, regulations, policies and procedures
- Automated systems and software used in financial aid activities; current and developing technologies for meeting the needs of an educational institution
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and diplomacy
- Principles and practices of management, supervision, and training
- Preparation, maintenance, verification, and processing of statistical reports
- District organization, operations, policies, and procedures
- Modern office practices, procedures, and equipment
- Record-keeping techniques
- Oral and written communication skills

**ABILITY TO:**
- Plan, organize, coordinate and administer programs, services, activities, and functions of the District’s Financial Aid Office.
- Establish internal controls and procedures and will withstand audit scrutiny.
- Provide technical expertise to others regarding financial aid and scholarship programs and services.
- Train, provide technical work direction, supervise, and evaluate the performance of assigned staff and student assistants.
- Read, interpret, apply and explain provisions of Federal, State and District regulations, policies and procedures to faculty, staff, students, and the public.
- Plan, organize and maintain records systems.
- Communicate effectively both orally and in writing.
- Establish and meet schedules and time lines.
- Understand and maintain current knowledge of integrated computer systems; identify, analyze, and resolve computer systems issues.
Operate a personal computer and various supporting software packages.
Maintain records and prepare reports.
Analyze complex data and reach sound, defensible conclusions.

Imperial Valley College  March 2010

Director of Financial Aid  Page 3

Work confidently with discretion.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Collaborate and work as a team member.

EDUCATION AND EXPERIENCE: Bachelors degree in a related field and a minimum of three years of progressively responsible experience in a community college or other public agency, to include 2 years of administrative or supervisory responsibility.

LICENSE OR OTHER REQUIREMENT: Possession of, or ability to obtain, an appropriate valid California Driver’s License.

WORKING CONDITIONS: Duties are primarily performed in a Student Services environment while seated at a desk or computer terminal. Incumbents are subject to extensive contact with students, constant interruptions, noise from talking or office equipment and demanding timelines.

PHYSICAL DEMANDS: Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over the telephone and in person; lift, carry, and/or move objects weighing up to 10 pounds.

Imperial Valley College  March 2010
APPLICATION FOR CLASSIFIED POSITION

INSTRUCTIONS: The information you enter on this form will be used to determine your eligibility for employment with the Imperial Community College District. Be sure that you complete the form fully and accurately. Please print legibly. Incomplete applications will not be considered. The statement “See Resume” is not an acceptable response, since initial screening and qualifying will be based upon the information in this application form.

NOTE: Applications are accepted only when a position is open for recruitment. Resumes will not be accepted in lieu of a completed application.

Special accommodations: If you are in need of special services or facilities due to a disability in order to apply or interview for a position, please contact the Human Resources Office.

Part I – RECRUITMENT INFORMATION

POSITION: (List exactly as it appears on job announcement) _____________________________________________________________

FULL TIME _______ PART TIME _______ TEMPORARY _______

I found out about this position from a/an:
1. _____ Walk-in/IVC Human Resources Office
2. _____ IVC website
3. _____ Advertisement (Please specify :________________________)
4. _____ Government employment agency (EDD, etc.)
5. _____ Current IVC employee
6. _____ Friend, relative, associate
7. _____ Special recruitment effort by the District
8. _____ Other: ____________________________

Part II – APPLICANT INFORMATION

Name:____________________________________________________________________________________________

Last     First     Middle

Address:___________________________________________________________________________________________

Street     City     State          Zip Code

Contact Telephone Number: (        ) ____________________Message Telephone Number: (         )___________________

Other names you have used in employment/education: _____________________________________________________

Date you are available for work: _______________________________________________________________________

Please indicate any hours, shifts, or days which you are not available to work: ___________________________________

Do you have any friends or relatives working for Imperial Community College District? Yes_______  No_______

If yes, state name(s) and relationship:

Name        Relationship
___________________________________________  _____________________________________________

Name        Relationship
___________________________________________  _____________________________________________

If you are under 18 years of age, can you obtain a work permit?     Yes ______        No______
Part III – EDUCATION

SCHOOL NAME/LOCATION

BACHELOR’S DEGREE ____________________________ YES NO ______________

ASSOCIATE’S DEGREE ___________________________ YES NO ______________

HIGH SCHOOL _________________________________ YES NO ______________

Other trade, technical, business, or military courses, certificates or diplomas that relate to this position: ____________________________

NOTE: Foreign transcripts and degrees must include an evaluation by a United States clearing house.

Part IV – EMPLOYMENT HISTORY

Read the education & experience requirements in the job announcement before completing this section. Begin with the most recent period, list all periods of employment and unemployment, including periods of military service. Use a separate sheet of paper for additional employers.

<table>
<thead>
<tr>
<th>Position Held:</th>
<th>From: Mo/Yr</th>
<th>To: Mo/Yr</th>
<th>Total: Yr/Mo</th>
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</thead>
<tbody>
<tr>
<td>Employer:</td>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Immediate Supervisor &amp; Title:</td>
<td>Telephone Number:</td>
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<tr>
<td>Full-time</td>
<td>Part-time</td>
<td>Seasonal/Temporary</td>
<td>Student Employment</td>
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<td>Specific Duties:</td>
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<td>Reason for leaving:</td>
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<tr>
<td>Voluntary Resignation</td>
<td>Retirement</td>
<td>Layoff</td>
<td>Termination – PLEASE EXPLAIN:</td>
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</tbody>
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Position Held: | From: Mo/Yr | To: Mo/Yr | Total: Yr/Mo |
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May 2007

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Part IV – EMPLOYMENT HISTORY (continued)

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<thead>
<tr>
<th>Position Held:</th>
<th>From: Mo/Yr</th>
<th>To: Mo/Yr</th>
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<td>Name of Immediate Supervisor &amp; Title:</td>
<td>Telephone Number:</td>
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</table>

- Full-time
- Part-time
- Seasonal/Temporary
- Student Employment

Number of hours worked/week:

Specific Duties:

Reason for leaving:

- Voluntary Resignation
- Retirement
- Layoff
- Termination – PLEASE EXPLAIN:

Part V – ADDITIONAL RELEVANT JOB SKILLS

List knowledge of office machines, software programs, equipment/machinery/tools or other skills or specialization:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Part VI – REFERENCES

<table>
<thead>
<tr>
<th>Name</th>
<th>Present Address</th>
<th>Telephone Number</th>
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Part VII – CRIMINAL HISTORY

HAVE YOU EVER BEEN CONVICTED OF A CRIME?*  ☐ YES  ☐ NO

*If yes, please explain in detail on a separate piece of paper and attach to this form. You may exclude convictions that have been expunged, or legally sealed; certain marijuana-related offenses more than two (2) years old; misdemeanor convictions for which probation was completed and the case dismissed; and minor traffic violations. If you are unsure of your disclosure obligation, the District suggests that you seek legal advice.

IMPORTANT: A conviction or the existence of a criminal record may not constitute an automatic bar to employment. The District will consider each case separately based on job requirements. However, failure to disclose constitutes grounds for dismissal.

READ BEFORE SIGNING: I certify that information given herein is true and complete to the best of my knowledge and authorize investigation of all statements contained in this application for employment as the District may deem necessary in arriving at an employment decision. If selected as the top candidate, I hereby authorize current/former employers, references, or any person to furnish to the District their records of my service, reasons for leaving their employ, and all other information that may concern me whether or not on record. I release from any liability all persons and organizations furnishing such information requested by the District. My signature also authorizes the District to
conduct a background investigation at its discretion. I am willing to take physical and other examinations when required. I understand that I will be subject to discharge if any statement in this application is found to be false or misleading.

APPLICANT’S SIGNATURE            DATE

May 2007                  Page 3 of 3

An Equal Employment Opportunity Employer

380 E. Ira Aten Rd.
IMPERIAL COMMUNITY COLLEGE DISTRICT (760)355-6212
at Highway 111
P.O. Box 158
Imperial, California Imperial, CA 92251

Classified Employment Procedures

The Imperial Community College District accepts applications for currently open positions only. Contact the Human Resources Office for further information about employment opportunities.

Step #1: Application

To be considered for employment with the Imperial Community College District, you must complete an employment application and the supplemental forms for this position and return them to the District Human Resources Office.

Step #2: Preliminary Screening

Practical Skills testing are required for certain positions.

Employment applications meeting minimum qualifications are reviewed by a screening committee. Applicants selected for interview will be notified by mail or telephone. Applicants not selected for an interview will be notified by mail.

Step #3: Selection Interview

The screening committee will evaluate applicants meeting minimum qualifications. The most qualified applicants for the position are selected for interview by a screening committee. A second interview may be required for the top candidates. The District reserves the right to re-open or extend recruitments at any time in order to enhance the overall depth of the qualifications of the applicant pool.

During the selection interview, consideration is given to various factors including, but not limited to, job-related education and experience, employment progression, ability to work with others, and work stability. Travel costs related to an interview are borne by the candidate.

Step #4: Placement

Once a candidate is offered the position, prior to employment, the candidate must:

1. Pass a medical examination based on the physical requirements of the job.
2. Pass a drug and alcohol screening test. (Not applicable to current District employees.)
4. Provide proof of eligibility to work in the United States.

A, B, and C, above, will be at District expense.

Candidates who are not selected for the position will be notified by mail.

The District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records. The District does not return to the candidate materials submitted in application for a position. Applications are kept on file for a period of six (6) months.

The District reserves the right to re-advertise a position or to delay indefinitely the filling of a position.

As required by the Staff Diversity Plan of Imperial Community College District, the Human Resources Office is required to maintain a file which will yield the composition of application flow by minority group and sex. A form will be provided for this purpose. Completing and
returning the form is done on a voluntary basis by the candidate. If returned, the form will be kept separate from the application and placed in an Applicant Flow File. This information will not be used as part of the screening process.

SPECIAL ACCOMMODATIONS: If you are in need of special services or facilities due to a disability in order to apply or interview for a position, please contact the Human Resources Office.

Imperial Community College District is an Equal Employment Opportunity and Title IX Employer.

Keep this cover page for your records.

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE

Office of the Associate Dean of Human Resources

EMPLOYMENT BACKGROUND DISCLAIMER

I, ________________________________, authorize the Imperial Community College District to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, or government agency to give Imperial Community College District any information they may have regarding me.

In consideration of the Imperial Community College District’s review of this application, I release the Imperial Community College District from any liability as a result of furnishing and receiving this information.

ATTEMPTS TO INFLUENCE DISTRICT TRUSTEES

Any candidate who attempts to directly or indirectly contact members of the Board of Trustees and/or employees of the District with the intent of influencing their employment decision will be disqualified from candidacy for this position.

I have read and understand the provisions of the statements provided in the preceding paragraphs.

Signature________________________________                 Date_________________________
IMPERIAL COMMUNITY COLLEGE DISTRICT
Equal Opportunity Survey

To comply with Federal, State, and District guidelines in equal employment, the Human Resources Office maintains and Equal Employment file, which yields the composition of the applicant pool (by number of minorities, women, veterans and persons with disabilities applying for employment), and recruitment sources. This form is distributed with each district application. Completing and returning the form is done on voluntary basis. The "Equal Opportunity Survey" is confidential and will not be circulated through the selection process.

Name: ________________________________________________________________________________

Position for which you are applying: ______________________________________________________

1. How did you learn of the vacancy? (Please check only one of the following)
   (a) _____ Walk-in/IVC Human Resources Office   (e) _____ Current IVC employee
   (b) _____ Advertisement (Please specify: __________________________)   (f) _____ IVC website
   (c) _____ Special recruitment effort by the District   (g) _____ Friend, relative, associate
   (d) _____ Government employment agency (EDD, etc.)   (h) _____ Other: ________________

2. Please check one block for each of the following questions:
   Male: ______  Female: ______
   3. Are you over 40 years of age?  Yes:___ No___
   4. Are you a person with disability? Yes:___ No___
   5. Are you a Vietnam Veteran? Yes:___ No___

6. Ethnic Group Identity
   (a) _____ White All persons having origins in any of the original peoples of Europe, North
   Africa, the Middle East, or the Indian Subcontinent (Not of Hispanic Origin)
   (b) _____ Black or African American All persons having origins in any of the Black African groups (Not of Hispanic
   Origin)
   (c) _____ Hispanic or Latino All persons of Chicano, Mexican, Puerto Rican, Cuban, Central or South
   American or other Spanish culture or origin regardless of race.
(d) _____ Asian  
All persons having origins in any of the original peoples of the Far East, and Southeast Asia. This includes, for example: China, Japan, and Korea.

(e) _____ Native Hawaiian or other Pacific Islander  
All persons having origins in Hawaii and the Pacific Islands. This includes, for example: China, Japan, Korea, and the Philippine Islands.

(f) _____ American Indian/Alaskan-Native  
All persons having origins in any of the original peoples of North America.

(g) _____ Two or more races

Signature: _______________________________  Date: __________________________

THANK YOU FOR YOUR COOPERATION IN FILLING OUT THIS FORM!

May 2007