



FINANCIAL AID COMPLIANCE COORDINATOR

BASIC FUNCTION

Under the direction of the Director of Financial Aid, the Financial Aid Compliance Coordinator plays a crucial role supporting the daily operations of the Financial Aid department. This position involves a higher level of duties, coordinating and participating in complex administrative and technical functions related to financial aid processing, federal and state financial aid fund management, assist in policy development compliance monitoring supporting. This role involves streamlining financial aid processes, leading initiatives, implementing and monitoring comprehensive compliance policies and procedures to ensure the financial aid team is in compliance with federal, state and institutional financial aid regulations. The position emphasizes strategic influence, and the promotion of an inclusive work culture, requiring exceptional leadership skills and a commitment to Financial Aid excellence within the Imperial Community College District.

DISTINGUISHING CHARACTERISTICS

The Financial Aid Compliance Coordinator is distinguished by its support in coordinating Financial Aid operations and its role in strategic decision-making processes. Incumbents at this level serve as subject matter expert (SME) in multiple financial aid program areas, and exercise considerable latitude and independent judgment in decision-making to ensure the strategic, effective, and efficient planning and delivery of assigned financial aid programs under the direction of the Director of Financial Aid. Designated as the alternate Federal Eligibility and Oversight Administrator, this role requires an individual with the highest degree of financial aid knowledge, exceptional judgment, leadership qualities, and the ability to influence compliance with title IV regulations at the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

Classification: Financial Aid Compliance Coordinator/Range 25 /FLSA Status: non-exempt
Date Last Reviewed: August 2025/ Date Approved: September 2025

FINANCIAL AID COMPLIANCE COORDINATOR

1. Coordinates the most complex and technical analytical functions within the Financial Aid Department; areas of responsibility include, but are not limited to financial aid outreach, application processing, verification, awarding, disbursing, reconciliation and reporting.
2. Support and participate in strategic Financial Aid projects, serving as a key advisor to the Director of Financial Aid and management on complex financial aid issues and best practices.
3. Coordinates and communicates the daily operations of the financial aid department, ensuring smooth and efficient functioning across all financial aid areas.
4. Maintain up-to-date knowledge of all federal Title IV and state regulatory laws.
5. Collaborates with financial aid staff, fostering professional development and operational excellence within the financial aid department.
6. Conduct and facilitates internal audits in collaboration with the fiscal office, enhancing compliance with financial aid regulations.
7. Assist the director with strategic planning and initiatives related to operations.
8. Assist with the development of compliance standards for federal and state financial aid programs; ensures conformance to federal, state, and District policies, procedures and regulations.
9. Prepares timely and accurate transmittal of data to the Department of Education and State agencies as well as maintaining data for accurate reporting as required by these agencies.
10. Participate in federal and state on-site compliance audit visits and assist with any corrective actions.
11. Assist with outreach activities and advise students on matters related to financial aid.
12. Assist financial staff in facilitating the financial aid process across departments to enhance student support and retention.

Classification: Financial Aid Compliance Coordinator/Range 25 /FLSA Status: non-exempt
Date Last Reviewed: August 2025/ Date Approved: September 2025

FINANCIAL AID COMPLIANCE COORDINATOR

13. Represent the college at professional and community organizations; participate in related professional conferences and participate in college activities and committees.
14. Perform other job-related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, practices, terminology and procedures used in effective financial aid operations and administration.
- Financial aid application, awarding, disbursement, reconciliation and reporting requirements.
- Federal and State rules and regulations including Federal Title IV and State regulatory laws related to financial aid.
- District policies and procedures related to financial aid.
- Requirements of various scholarships, grants, loans, and awards.
- Work study and other financial aid related programs.
- Financial and statistical record-keeping principles and practices
- Basic functions, procedures and programs of an educational institution.
- Use of financial aid software
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Records management techniques.
- Modern office practices, procedures and equipment.
- Computer software programs for data and word processing activities.

Skills and ability to:

- Perform, interpret, apply and explain complex financial aid regulations, policies and procedures.
- Analyze situations objectively and make recommendations in the best interest of the district.
- Compile information and compose routine documents, reports, office correspondence and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

FINANCIAL AID COMPLIANCE COORDINATOR

- Prepare, read and comprehend a variety of job-related forms, reports, spreadsheets, records, documentation and correspondence in all languages required by the job.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies in a diverse community.
- Provide accurate information on a variety of financial aid related topics.
- Maintain confidentiality of sensitive information
- Analyze situations accurately and adopt an effective course of action.
-
- Meet demanding schedules and multiple and conflicting timelines.
- Prepare and maintain accurate statistical and financial records.
- Apply legal and policy provisions to various problems consistently and correctly.
- Establish and maintain effective and cooperative working relationships with others.
- Work confidentially with discretion.
- Complete work with many interruptions.
- Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.
- Maintain a high level of time management and organization skills in order to schedule, track, and effectively meet expectations and project timelines.
- Work effectively and independently with minimal supervision.

Education and Experience:

Associate degree, Baccalaureate preferred. Minimum of two years of job-related experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all

FINANCIAL AID COMPLIANCE COORDINATOR

backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Office

Physical Demands:

Work is performed primarily in a standard office environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Hearing: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in a fast-paced environment with frequent interruptions and possible dissatisfied individuals.