The District

The Shasta-Tehama-Trinity Community College District encompasses over 10,000 sq. miles serving approximately 247,700 residents of beautiful northeastern California. The College is located four miles east of Redding, which is the population center of the upper Sacramento Valley. Located 220 miles northeast of San Francisco, the campus is situated on 337 acres and commands spectacular views of Mt. Shasta, Mt. Lassen, and the Trinity Alps. Nearby are some of the outstanding recreational areas in the western United States, including Shasta, Trinity, and Whiskeytown Lakes.

Shasta College enrolls approximately 11,000 students, including on-campus day, on-campus evening, and off-campus students taking classes in extended education centers throughout the District. The College currently employs about 150 full-time faculty and administrators, 300 part-time instructors, and 200 support staff.

The Community

Redding, with a population of 90,000, is the financial, industrial, medical, and retail center of far Northern California. The Turtle Bay Exploration Park with the renowned Sundial Bridge is located in Redding near the Civic Auditorium where numerous events and cultural activities are held. The recently restored historic Cascade Theatre and the Shasta College Health Sciences Center are at the heart of the downtown revitalization. The area has a moderate spring and fall; hot, dry summers; and cool, wet winters with temperatures that seldom fall below freezing. Housing is available in most price ranges.

Starting Date

August 1, 2010, or soon thereafter.

Salary and Benefits

- Salary range: $71,719-$87,174/year, Range 35 on the Administrative Salary Schedule
- $1,803/year doctorate differential
- Medical, dental, and vision insurance

Application Procedure

Required application form and procedures can be obtained by accessing the "Employment" link from the Shasta College Homepage at www.shastacollege.edu or by contacting the Human Resources Office.

To be considered a candidate for this position, the applicant must submit the following:

- Shasta College Application form
- cover letter addressing criteria listed in the position announcement
- resume and/or placement file
- college transcripts (unofficial will be accepted at the time of application)

Interviews will be by invitation only and are typically held on campus.

Application Deadline

Position is open until filled.
First Review Date: Friday, June 18, 2010

Submit to: Shasta College
Attn: Human Resources Office
P.O. Box 496006
Redding, CA 96049-6006
Phone: (530) 242-7640
TDD: (530) 225-4988
Fax: (530) 225-4990

Shasta College

DIRECTOR FINANCIAL AID

SHASTA COLLEGE is searching for a Director of Financial Aid to provide leadership in the activities and operations of the Financial Aid Office. The Director must relate well to the diversity of students served by the program and to the unique needs of Shasta College.

The Director must be committed to collegial governance, team work, and creative leadership. The most sought after characteristics of leadership include sound judgment, team-work, flexibility, creativity, resourcefulness, and excellent communication skills.

Shasta College is an EEO Employer
Diverse Applicants are encouraged to apply

Assignment

To organize, direct, coordinate, and supervise the day-to-day activities and operations of the Financial Aid Office; to administer federal, state, and local student financial aid and scholarship programs ensuring compliance with federal, state, District, and local requirements and regulations and institutional policies. Employees in this classification receive minimal supervision within a framework of standard policies and procedures, and train, direct, supervise and formally evaluate the work of others. This position requires organizational, problem solving, decision making and budgetary skills as well as a thorough knowledge of state, federal, and local financial aid programs, policies, and reporting requirements. This is an Classified management position.

Duties and Responsibilities

- Organizes, coordinates, and directs the day-to-day activities of the Financial Aid Office.
- Administers federal, state, institutional and local student financial aid and scholarship programs.
- Responsible for making professional judgment determinations as outlined in federal regulations.
- Reads, interprets, and applies guidelines, policies, laws, rules, and regulations pertaining to financial aid grants, loans, and scholarships. Develops and implements office policies and procedures as necessitated by changing federal and state regulations.
- Collects data and completes federal, state, and district financial aid reports.
- Plans and prepares the annual budget for operation of the Financial Aid Office and administers it within prescribed parameters.
- Supervises, assigns, and evaluates the work of Financial Aid staff.
- Supervisory duties include instructing, planning and assigning work, maintaining standards, coordinating activities, and responding to employee problems.
- Reviews and evaluates the work of subordinates for completeness and accuracy; offers advice and assistance as needed.
- Writes projects for federal, state, and local student aid programs. Develops forms necessary for operating federal, state, institutional, and local financial aid programs.
- Keeps pertinent records for the completion of federal and state reporting as required.
- Responsible for the timely and successful completion of the annual financial aid audit performed by external auditors.
- Publishes information about financial aid programs, including updates to financial aid program materials.
- Updates the Shasta College financial aid website.
- Surveys the financial needs of current and prospective students and conducts follow-up studies.
- Coordinates financial aid outreach and serves as financial aid liaison to community agencies and high schools.
- Conducts parent and student financial aid workshops at schools and at other agencies as requested.
- Works with County Welfare, State Department of Vocational Rehabilitation, and Human Resources Development Department in coordinating services for students.
- Conducts follow-up studies regarding background, progress, and status of financial aid recipients.
- Accurately administers state and Title IV programs and reconciliation of those accounts with state and federal agencies and the Shasta College Business Office. Responsible for the return of Title IV refund calculations.
- Attends federal and state workshops related to financial aid administration.
- Solicits funds from and makes periodic reports to community agencies and individuals regarding financial aid for students.
- Sets criteria for packaging financial aid programs/awards.
- Plans, develops, analyzes, critiques, and evaluates financial aid computer applications.
- Coordinates office technology functions and procedures with Information Systems including the set up of the District's financial aid computer system through DATATEL.
- Serves on a variety of District committees as requested.
- Proposes and implements policy within prescribed guidelines.
- Performs other related duties similar to the above in scope and function as required.

Employment Standards

Knowledge of:

- State, federal, and private financial aid programs and regulations.
- Supervisory and managerial concepts and principles.
- Financial aid administration methods.
- Office technology functions through the DATATEL System.
- Modern office management methods and procedures.
- Financial Aid Programs, services, projects, and day-to-day operational needs.
- Budget preparation and administration.

Ability to:

- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Plan and coordinate the most effective utilization of staff, facilities, and resources in order to achieve program goals.
- Accurately assess student financial need and determine eligibility for financial aid.
- Learn a variety of laws and regulations pertaining to federal, state, and local financial aid programs.
- Prepare a variety of complex federal and state applications and reports which include detailed statistical information.
- Establish and maintain effective working relationships with instructional staff, employers, public organizations, and members of the community regarding financial aid.
- Prepare and present oral and written reports.
- Assign, schedule, and prioritize the work of self and others.
- Direct, supervise, and formally evaluate the work of others.
- Work successfully with diverse populations.
- Prepare and administer a budget.
- Quickly identify problem areas or situations, isolate problem causes, and take appropriate action to resolve problems identified.
- Establish and maintain effective cooperative working relationships with those contacted in the performance of required duties and course of work.
- Use a variety of software and hardware systems.

Education/Experience

- Minimum of five years of progressively responsible experience in student financial aid administration including supervision of others.
- Bachelor's degree in finance, management, social or behavioral science or a related field. Master's degree preferred.
- Sensitivity to the diverse populations served.