

Preferred Qualifications

Demonstrated experience with:

- NSLDS enrollment and program reporting.
- Gainful Employment reporting requirements.
- Return of Title IV regulations—including guidelines regarding modules and the return of federal aid funds.
- Federal Program Participation Agreement requirements.
- Cal Grant Institutional Participation Agreement requirements.
- Managing categorical funding.
- Board of Governors (BOG) Enrollment Fee Waiver Program and the “new” satisfactory academic progress requirements for the BOG Enrollment Fee Waiver program.
- Internal auditors and/or auditors from the Department of Education or California Student Aid Commission.
- Interpreting federal and state guidelines and the subsequent implementation of institutional policies and/or procedures.
- Writing institutional policies and procedures.
- Creating a Loan Default Management plan.
- Working with the California Community College Chancellor’s Office and SSARC reporting.

Demonstrated knowledge of :

- Federal Direct Loan Programs.
- The 150% rules for Stafford Loan Programs, and Federal Loan entrance and exit requirements.
- Pell Grant Calculation formulas.
- Pell Recalculation guidelines.
- Demonstrated excellent written and verbal communication skills.



Personnel Management

Directly and indirectly supervise a large staff of classified employees and academic counselors.

Knowledge, Skills & Abilities

- Ability to effectively perform the duties and responsibilities of the position.
- Stay current with, interpret, and apply provisions of federal, state, and local rules and regulations pertaining to financial grants and loans.
- Exercise sound judgment in reviewing and screening applications for grants, loans, and scholarships to determine eligibility and financial need of applicants.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Direct, train, organize, and supervise the work of others.

For information on benefits, compensation and salary schedules, please go to <http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx>.

EEO Statement

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District.

The District’s Board Policy 3120 (EEO) may be accessed at: <http://bit.ly/2fmNK9P>.

The Application Process

All applications must be complete and submitted online by 11:59 pm PT on Feb. 13, 2017 at https://jobs.smc.edu/applicants/jsp/shared/Welcome_css.jsp.

Application documents must include:

- A completed District application;
- Cover letter to include why you are interested in the advertised position;
- A detailed resume of professional experience;
- Copies of transcripts (need not be official);
- Three (3) letters of recommendation.

Important to note:

- Incomplete applications *will not* be considered.
- If assistance is needed, contact the Office of Human Resources, 310.434.4415

Accommodation:

Candidates with legally-defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources.



Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

For questions or assistance, contact:
Office of Human Resources
Tel: 310.434.4415
Hours: M-F 8:00am—5:00pm PT
www.smc.edu

Santa Monica College Position Announcement

**Associate Dean,
Financial Aid &
Scholarships**
\$128,782—\$149,295

**Applications accepted online
Nov. 28, 2016 — Feb. 13, 2017**

Equal Employment Opportunity Employer

**Changing Lives in the Global Community
through
Excellence in Education**

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The Position - Associate Dean, Financial Aid & Scholarships

Under the direction of the Vice President of Enrollment Development manages the student financial aid and scholarships programs.

Primary Duties & Responsibilities

- Oversees the management, processing, disbursement, and reporting of the District's \$50,000,000+ of Federal and State financial aid, including Pell Grants, SEOG Grants, Federal Work Study, Direct Stafford Loans, Direct PLUS Loans, Cal Grants, and BOG Enrollment Fee Waivers.
- Oversees the processing of California Dream Applications.
- Oversees the scholarship application, awarding, and disbursement process.
- Oversees student employment.
- Develops the appropriate and necessary operating procedures to ensure program compliance.
- Oversees maintenance of student financial aid records and files.
- Oversees the annual set-up of Federal and local software, including the modification to Banner Financial Aid and Academic Works Scholarship systems to accommodate federal, state and local aid requirements and improve functionality.
- Ensures compliance with state and federal reporting guidelines.
- Prepares state and federal mandated annual reports and respond to audit inquiries.
- Oversees the Financial Aid and Scholarships District budget.

Primary Duties & Responsibilities, cont.

- Oversees the District's annual state BFAP budgets; represents District at local, state, or national meetings pertinent to specific assignment.
- Communicates effectively with administrators, faculty staff, students and the public.
- Take part in participatory governance and administrative committees as assigned.
- Perform other administrative duties as assigned.

Minimum Qualifications

- Possession of a Master's Degree.
- Five years administrative experience directly managing financial aid operation at a community college, state university, or private non-profit university.
- High level of proficiency with Banner, PeopleSoft, or other ERP financial aid processing systems.
- Evidence of sensitivity to and understanding of the socioeconomic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factor relate to difference in learning styles.

Demonstrated familiarity with:

- The creation of population selections for financial aid electronic processing.
- Experience in compiling, analyzing, and interpreting data related to Financial Aid and Scholarships.



The District

Santa Monica Community College District is a single campus district composed of a main campus and five satellite campuses located in the City of Santa Monica, County of Los Angeles.

The District is governed by a seven member Board of Trustees, elected at large, and a student trustee, and serves the entire Los Angeles Metropolitan area.

Vision Statement

Santa Monica College will be a leader and innovator in learning and achievement.

As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness and sustainability.

Global Connectivity

Santa Monica College is nestled within one of the most ethnically and socially diverse regions of our country. The student body reflects this diversity on a global scale. As a two-year higher educational institution, SMC is committed in an on-going effort for employees to reflect the diversity of the students and communities served by this unique College.



Santa Monica College is committed to the principles of equal employment opportunity regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with Federal, state and local regulations.

Open the Door to Your Future at Santa Monica College