

classified position



Position: 4394-c-01-11
Opening Date: December 21, 2011
Closing Date: January 27, 2012

Financial Aid Programmer Analyst

College of the Sequoias

915 S. Mooney Blvd.
Visalia, CA 93277
(559) 730-3867

Full-time, 12-month, Classified Position
Monday – Friday, 7:45 a.m. – 4:45 p.m.
WEB: www.cos.edu

Description of Position

Under the direction of the Associate Dean of Student Services, the Financial Aid Programmer Analyst will be responsible for providing technical support to ensure compliance with local, federal and state financial aid regulations. The Financial Aid Programmer Analyst will serve as the primary liaison between the Financial Aid Office and the Computer Services Department and will be responsible for providing in depth analysis of financial aid related data, maintaining the District's software program for the Financial Aid Office and performing other duties and responsibilities as assigned.

Minimum Qualifications

Education and Experience:

Any combination equivalent to:

- two years college-level course work in data processing **and**
- one year of computer programming experience.

Representative Duties

- Generate reports for data analysis; submit reports to Chancellor's Office, US Department of Education and other agencies as required.
- Update, correct and maintain the California Licensure disclosure for prospective and current students.
- Maintain the Financial Aid Office website to ensure compliance with local, federal, and state regulations.
- Maintain application Batch list and provide technical support for Financial Aid personnel requiring assistance.
- Prepare electronic communication systems used to communicate with prospective and current financial aid recipients.
- Provide technical support and assist with monitoring Satisfactory Academic Progress (SAP), student loan programs, grants and work study programs.
- Analyze current processes and procedures used in the disbursement of institutional, federal, and state Financial Aid funds to eligible students.
- Serve as the Financial Aid Department's functional liaison to Computer Service's programmers, external entities and software vendors. Identify and coordinate with Computer Services to resolve software/hardware interface problems, data requirements and access methods.

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- Coordinates with Computer Services on the installation of patches, fixes, and regulatory updates for testing to ensure quality assurance, system integrity and efficiency; analyze systems and departmental processes to develop functionality and efficiency.
- Coordinate with Computer Services to design application programs to meet user requirements; writes or modifies programming documentation in accordance with new or changed program.
- Assist with the creation of Financial Aid forms, policies and procedures to ensure compliance with local, federal and state regulations.
- Create and distribute data dictionary for training users on financial aid software programs.
- Utilize the District's integrated hardware and software in performing the required duties of the position.
- Attend meetings, trainings and conferences to maintain current on local, federal and state processes and regulations pertaining to Financial Aid.
- Performs other related duties as assigned.

Conditions of Employment

- Salary is at Range 46 AA (\$23.62 hourly / \$4,094 monthly).
- Minimum 5% increase if promoted.
- 10-working month probationary period.
- Union membership upon employment.
- PERS Retirement contribution paid by the District.
- District paid medical/dental/vision insurance program for employee **and** dependents
- Employee life insurance (\$100,000) is provided.

Working Conditions

Environment

- Office environment.
- Travel from site to site to conduct duties.

Physical Abilities

- Ability to communicate with students/public.
- Ability to read documents.
- Ability to sit and stand for extended period of time.
- Ability to reach in all directions.
- Ability to lift up to 30 pounds.

Screening Procedure

Only **complete** application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure

Applicants **must** submit the following materials which must be received by Human Resource Services on or before the application deadline,

January 27, 2012 / 4:30 p.m.

- Completed COS classified application form
- Letter of interest addressing your interest in this position and the representative duties
- Resume

Send to:

Linda Reis
 (559) 730-3867
 LindaRei@cos.edu
 Human Resource Services
 College of the Sequoias
 915 S. Mooney Blvd.
 Visalia, CA 93277

Note: Incomplete application packages will **not** be forwarded to the selection committee for consideration in the hiring process. All documents received become the property of the District.

Notice to all candidates for employment

"College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law."

"College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation."