



**HUDSON
COUNTY
COMMUNITY COLLEGE**
VACANCY NOTIFICATION
Posting Date: January 29, 2018

Student Financial Aid Assistant

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Conference Center, in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

Basic Function:

The Student Financial Aid Assistant performs various activities of a routine to moderately complex nature regarding the determination of financial assistance to eligible students in support of the College's commitment to provide educational opportunities to a diverse and multi-cultural community.

Essential Responsibilities:

1. Under direction, performs various review, verification, processing, and student support activities of a routine to moderately complex nature to determine individual student eligibility for Federal and State financial assistance:
 - Follows and explains Federal and State financial assistance rules and regulations, Family Educational Rights and Privacy Act (FERPA) compliance regulations, Student Financial Assistance Office policies and processes, as well as established College policies and procedures, to students and parents. Provides applications and related forms to students for completion;
 - Responds to on-site and telephone inquiries regarding financial assistance policies and procedures. Provides advice and assistance to students to ensure that students have the information they need to successfully progress through the financial assistance application process up to the determination and granting of financial awards;
 - Performs required verification of student information and pertinent financial data as required for selected Federal audits. Gathers required documents from students to validate student information provided on financial assistance application. Compares original application with accompanying documents and identifies and processes data corrections for resubmission to and review by Federal and State agencies;
 - Properly utilizes the financial assistance component of the Student Information System (SIS) to input data regarding student eligibility and financial awards, perform data corrections, etc., to ensure the completeness, accuracy, and currency of financial assistance data and related student information. Prepares and generates various system reports. Generates and distributes student notification letters;
 - Assists in the implementation of process improvement systems specifically related to student financial assistance operations, services, and administrative activities to contribute to the identification and quick resolution of problems, enhancement of existing procedures and equipment, implementation of special policies, etc.;

- Supports a student-friendly environment in addressing student financial assistance issues. Promptly identifies and resolves student problems, provides advice and guidance, etc.
2. May coordinate various activities associated with the College's Work Study program, operating within established program budget constraints and student participation criteria:
 - Prepares program handbooks for current and prospective Work Study student participants;
 - Provides advice and guidance to student participants regarding program policies and procedures;
 - Tracks student movement in and out of the program and ensures a constant pool of students for placement in work study assignments;
 - Communicates with appropriate supervisors/managers to monitor student participation and discuss program effectiveness;
 - In accordance with established payroll schedules, reviews, verifies, approves, and submits timesheets for Work Study students, ensuring that total hours worked comply with established College policies and procedures;
 - Approves changes in work schedules, reallocates students as necessary to ensure coverage, schedules and approves time off, etc.
 3. May perform various administrative activities in support of Student Financial Assistance Office to contribute to the efficiency of Office operations:
 - Answers, responds to, and/or refers incoming telephone calls to the Financial Assistance Office. Monitors the student financial assistance helpline, in both English and Spanish, to respond to student/parent questions, issues, or concerns in a timely manner and in accordance with established Office procedures;
 - Prepares and distributes general correspondence, as necessary;
 - Establishes, organizes, and maintains student files and general office files;
 - Disseminates and maintains financial assistance brochures and promotional materials;
 - Actively participates in Open House registration and similar events/activities to provide and explain the student financial assistance process;
 - Assists in preparing and updating the Student Financial Aid Handbook to keep students informed of eligibility requirements and program policies and procedures;
 4. Interacts regularly with Admissions, Registration, Counseling and Advisement, Bursar Office, and various Academic Affairs Departments staff to facilitate the student financial assistance and award determination process.
 5. Continues to develop professional skills through independent research, networking, attending seminars and workshops, etc., to maintain awareness of current and changing trends in education and specific to student financial assistance. Remains knowledgeable of regulatory issues specific to student financial assistance and related administrative activities.
 6. Projects a positive self-image of professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
 7. Performs other student financial assistance activities, as required. Actively participates in special projects, as required. Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs.

Position Requirements:

Education & Experience:

Minimum of an Associate degree in Accounting/Finance, Business, or a related field with a minimum of two years of related work experience required. Bachelor degree preferred.

Special Knowledge, Skills and Abilities:

Knowledge of student financial assistance review, processing, and award determination activities required. Knowledge of current and changing Federal and State rules and regulations regarding financial assistance required. Knowledge of accounting practices and familiarity with tax returns helpful. Effective verbal and written communication skills, interpersonal, and customer service skills required to effectively collaborate with prospective, new and existing students, faculty, advisors, counselors, and all levels of employees and management. Effective organization and time management skills required with a keen attention to detail. Computer proficiency and knowledge of automated financial assistance and student information systems also required.

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

Human Resources Department
81 Sip Avenue, Mezzanine Level
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

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