

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2020-2021

Internal Use

#: 2020-05

Requester Name: _____ **Division Name:** _____

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district [job description](#))

Position Will Reside in Division/Unit:

Indicate To Whom this Would Report:

Indicate if this position or a similar position has been presented to RAC previously and in what years:

The position is:

New

Number of Hours per Week: _____

Number of Months per Year: _____

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

Name of Person Currently Holding Position: _____

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

SECTION 1: PROGRAM NEED (contd)

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.

And/or provide additional information supporting a need for this position and resulting impact on students or program:

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC PLANNING PRIORITIES:

- Implement the integration of all ACCJC standards throughout campus structure and processes.
- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus

Indicate how this position supports the College's mission and/or planning priorities:

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

- This need was described explicitly in a Program Review (Year_____).
- This need was implied in a Program Review (Year_____).
- This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost: \$ _____

Estimated Benefits Cost: \$ _____

Total Cost for Position: \$ _____

NOTE: Full Time = 20-40 hours per week or 50% - 100%
Regular Hourly = 18 hours or less per week (<50%)

For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services email to SDavidson@laspositacollege.edu

SECTION 7: SIGNATURES

Requester



8/31/2020

Date - *click for drop-down*

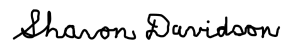
Division Dean



8/31/2020

Date - *click for drop-down*

Administrative Services Technician



Date - *click for drop-down*

Vice President



Date - *click for drop-down*

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DIRECTOR OF FINANCIAL AID

Chabot College
Management Class Specification

MANAGEMENT RESPONSIBILITY

The Financial Aid Director is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the Vice President of Student Services, is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

GENERAL DESCRIPTION

The Financial Aid Director, under the direct supervision of the Vice President of Student Services, is responsible for the development, direction, supervision, fiscal management, compliance and evaluation of a comprehensive Financial Aid program, including the following services: administration of all Federal and State grants, administration of the Board of Governors Grant and fee waivers, college work-study, student loan management, scholarships, and Financial Aid outreach.

DUTIES AND RESPONSIBILITIES

The Financial Aid Director shall:

1. develop, direct, supervise, evaluate, and provide leadership to the Financial Aid Office;
 - a. provide leadership in the selection of classified staff;
 - b. direct, supervise, and evaluate classified and other assigned personnel;
 - c. adjust workload and assignments to comply with student and organizational needs and advise the Vice President of Student Services of staffing and other support needs;
 - d. ensure that staff is regularly trained in current regulations, appropriate and current uses of technology resources, and skills for a strong multicultural customer service environment;

2. recommend goals and objectives, and provide assistance in the development and administration of policies and procedures;
3. plan, organize, develop, and direct the college financial aid programs;
4. prepare applications for Federal and State participation and funding of programs;
5. direct the college's local scholarship and awards program;
6. interpret and explain Federal and State financial aid regulations and legislation to other administrators, faculty, staff, community, and students;
7. organize and direct the maintenance of required financial aid records and statistics;
8. organize a financial aid program that has high standards for quality and integrity and that is regularly and systematically reviewed for accuracy, relevance, and compliance with Federal and State requirements and regulations;
9. coordinate and plan with the Business Office and the Management Information Services to ensure proper disbursement of financial aid funds;
10. oversee the preparation for and provide leadership for internal, State and Federal audits as needed;
11. design and implement a strong marketing, outreach and recruitment effort to inform students and community about financial aid opportunities and resources and collaborate in the overall college marketing, outreach and recruitment planning and activities;
12. provide leadership for the development and implementation of an automated financial aid system in conjunction with the Management Information Services;
13. incorporate planning for and implementation of advances in technology that may significantly impact financial aid processes and improve services to students and institutional integrity for audit purposes;
14. assume leadership and responsibility to prepare and submit college and district reports as requested, and all accountability reports as required by State and Federal agencies and maintain necessary accurate records for these purposes;
15. coordinate necessary aspects of financial aid regulations and services with other administrators, especially in Admissions and Records, Counseling, and Special Programs as they relate to student access and success;

16. provide leadership for informing and advising administrators and faculty leaders with respect to financial aid regulations and program requirements, and participate in the planning of new academic calendars and delivery modes to ensure compliance with state and federal financial aid regulations;
17. develop and write a procedures manual for the Financial Aid Office;
18. assume leadership for the Financial Aid Office budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures;
19. represent the Financial Aid Office and the District at a variety of administrative and professional meetings as required, including participation in local, State and national financial aid associations;
20. be responsible for the supervision of college operations at assigned times, including occasional service as administrator for the college in the evening or on Saturday or Sunday;
21. perform major responsibility duties and all other related and implied duties as may be assigned by the Vice President of Student Services and the President.

MINIMUM QUALIFICATIONS

Education and Experience:

Baccalaureate degree from a four-year accredited college or university in a relevant field; or a minimum of four years experience in a relevant field; or an equivalent combination of education and experience which indicates possession of the skills and knowledge required.

APPOINTMENT

The Financial Aid Director shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.