



**HUDSON
COUNTY
COMMUNITY COLLEGE**
VACANCY NOTIFICATION
Posting Date: October 13, 2017
Revised: October 16, 2017

**STUDENT FINANCIAL ASSISTANCE SPECIALIST
(NORTH HUDSON CAMPUS)**

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 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 Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

Position Summary:

Performs various activities of a routine to 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. Independently performs various review, verification, processing, and student support activities of a routine to complex nature for assigned alphabetical student list to determine individual eligibility for Federal financial assistance:
 - o 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;
 - o Provides counseling, assistance, and support to students and parents through in-person interviews, written communication, and via telephone conversations 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;
 - o Reviews student financial aid applications and assesses eligibility for financial assistance. Performs required verification of student information and pertinent financial data as required for selected Federal audits. Identifies and processes necessary data corrections for further review by Federal agencies; upon approval, determines student award based on Federal coding system and financial aid index chart, posts award in the financial assistance component of the Student Information System (SIS), and generates notification letter to student;
 - o Properly utilizes the financial assistance component of the Student Information System (SIS) and accesses the Federal financial assistance website; e.g., Electronic Data Exchange, to input data and data corrections online to ensure the completeness, accuracy, and currency of financial assistance data and related student information. Prepares and generates various system reports;
 - o 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.;
- 2.

Supports a student-friendly environment in addressing student financial assistance issues. Promptly identifies and resolves student problems, provides advice and guidance, etc. In addition to performing the assigned review, processing, and award determination for the awarding of Federal financial assistance for assigned students, also coordinates and performs similar review and award determination activities for one of the following specific financial aid or administrative programs, as determined by the Director, Student Financial Assistance:

- O NJ. State-funded financial assistance programs to review and determine eligibility for State financial assistance in addition to or in lieu of Federal assistance;
- o Subsidized and unsubsidized student loan programs in the event students are determined to be ineligible for Federal and/or State financial assistance; e.g., PELL grants, Stafford loans, etc.;

O Class withdrawals to review, recalculate, and process prorated refunds for students originally granted financial assistance.

3. Serves in a lead capacity to other Student Financial Assistance Aides and Assistants; provides work direction, guidance, and training as necessary. May also provide back-up support to the Director, as necessary.

4. Interacts regularly with Admissions, 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 a Bachelor degree in Accounting/Finance, Business, or a related field with a minimum of three years of related work experience required.

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.

Department of Human Resources
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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