

Job Description/Title: Student Financial Services Outreach Coordinator
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

STUDENT FINANCIAL SERVICES OUTREACH COORDINATOR

JOB SUMMARY

Under general direction, plan, develop oversee, and coordinate the College's Financial Aid Outreach including financial aid opportunities and outreach services in the community to create an increase in low-income, disadvantaged student participation in post-secondary education; serve as financial aid representative to community service agencies to identify and recruit students to apply for financial aid; monitor all financial aid outreach activities. Perform a variety of tasks relative to assigned area of responsibility.

EXAMPLES OF FUNCTIONS

Essential Functions

Act as financial aid liaison for the College with the off-campus centers, high schools, migrant groups, local agencies and the public; providing financial aid outreach to those communities; identify and recruit students to apply for financial aid; disseminate financial aid program information to

Schedule seminars and workshops and presentations for students/parents which may include, but is not limited to the following types of activities: assign dates, facilities and presenters; assist students and monitor financial aid applicant results; meet with MPC counseling, Career Resource Center staff, facility management personnel, high school counselors, lender representatives, members of the community and others who wish to schedule specific presentations or workshops; prepare materials for workshops including applications, workshop handouts and presentation materials; order/coordinate special services and equipment for classes and presenters including audio-visual equipment and materials for community agencies, local high schools and related organizations.

Coordinate and facilitate the Monterey Peninsula annual state financial aid outreach and application campaign with the Transfer Center, four year institutions and high schools; attend career fairs and other appropriate recruitment/outreach functions both on and off campus.

Provide liaison to service area elementary, middle, and high schools, social service agencies, governmental, and community based organizations.

Participate in planning and implementing college-wide recruitment events; work collaboratively with and provide application workshops for various groups on campus: athletics, Nursing, Fire Academy, Police Academy, Supportive Services, EOPS, Cal WORKS, Women's Programs and services.

Coordinate the development of various types Program information such as: Student Financial Services Consumer Information, Consumer Information Brochure, Student Financial Services Web Site, and Student Financial Services Newsletter.

Conduct Financial Aid Orientation and presentations; advise students on all aspects of student financial aid including but not limited to: Federal and state financial aid regulations, eligibility, Satisfactory Academic Progress; assist financial aid applicants in completing various forms and applications; provide information on admissions, financial aid and registration policies and procedures; prepare student eligibility and financial aid packages

Monitor and review the services and activities of the Financial Aid Outreach Program; incorporate changes in legislation, technology, educational trends and community needs into financial aid workshops and presentations.

Develop and Maintain an MPC Financial Aid Outreach Committee, act as the financial aid representative to other campus Outreach Committees; provide input and prepare monthly activities summary.

Coordinate and work closely with the Student Services representation to the Enrollment Management Committee to target low-income disadvantaged students; work collaboratively and cooperatively with Outreach and Enrollment Services to develop strategies and marketing measures for tracking disadvantaged populations.

Maintain a variety of files, records and databases; prepare a variety of reports and correspondence using appropriate software programs as needed.

Work cooperatively and collaboratively with auxiliary programs such as EOPS, CARE, DSPS, CalWORKs, and other related services; identify resources and refer special populations' students to appropriate campus support services and programs (Re-entry Program, Supportive Services, Children's Center, College Readiness, Women's Programs, Cal WORKs, etc.).

Assist with MPC New Student Orientation.

Assist with college visitation and tours of MPC for elementary, middle school, students, staff and parents as well as agencies and community organizations.

Coordinate and implement specialized retention activities designed to enhance students' academic performance

Recruit, train and direct the work of student outreach workers including overseeing student outreach.

Participate in recruiting efforts for the America Reads program.

Assist with the planning and implementing of scholarship awards and fund raising events.
Maintain and order informational hand outs and brochures.

Other Functions

Perform other related duties as assigned.

Participate on committees as required.

Direct the work of temporary or student workers as assigned.

EMPLOYMENT STANDARDS

Education and Experience:

Any combination of education, experience and training which would indicate possession of the required knowledge, skill and abilities listed herein. For example, two years of course work in finance, or public service, or a related field, and three years of increasingly responsible support experience providing financial aid, veteran's benefits or scholarship information, and or financial aid promotion/outreach programs

Language:

Fluency in both English and Spanish languages preferred.

Knowledge

Knowledge of: financial problems faced by economically disadvantaged students; various financial aid programs, policies, grants and systems; operational characteristics, services and activities of financial aid; veterans and scholarship benefits; Federal, State and local laws, codes and regulations needed to fulfill the requirements of the job; program administration; methods and techniques of community outreach; organizational methods and techniques; applications principles and techniques of training; office management practices; variety of word processing, desktop publishing, spreadsheet and/or

database programs related to financial aid as needed to fulfill the requirements of the job; principles and procedures of financial record keeping and reporting; principles of business letter writing and basic report preparation;

Abilities

Ability to: coordinate effectively the Financial Aid Outreach Program; develop materials, coordinate facilities and presenters; create effective community financial aid outreach and educational tools; prepare appropriate materials and handouts including those where English is a second language; monitor financial aid outreach program services and activities and make recommendations for improvement; develop a variety of financial aid marketing and promotional material; serve as representative for Financial Aid on the Outreach Advisory Committee; prepare clear and concise reports; produce a variety of brochures, handouts, reports, records, and other documents using appropriate word processing, desktop publishing, spreadsheet and/or database programs in an accurate and timely manner; learn and successfully use new software programs as needed to fulfill the duties of the job; interact effectively and cooperatively with students and families of diverse ethnic and economic backgrounds; make oral presentations to a wide variety of audiences; communicate clearly and concisely, both orally and in writing to English and Spanish speaking communities; establish and maintain effective working relationships with those contacted in the course of work; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff applying to, attending, or working on a community college campus.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL EFFORT/WORK ENVIRONMENT

Indoor work environment; frequent travel to high schools, migrant groups, local agencies, off-site campuses and meeting with the general public; may require standing or sitting for prolonged periods of time; periodic handling of lightweight parcels up to 15 pounds.