



Position Vacancy Notice

Financial Aid Specialist

Posting date: January 27, 2021

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, HCCC serves more than 18,000 credit and non-credit students annually. The College offers more than 60 degree and certificate programs, including award-winning English as a Second Language, STEM (Science, Technology, Engineering and Mathematics), Culinary Arts/Hospitality Management, Nursing and Health Sciences, and Fine and Performing Arts. The HCCC Culinary/Hospitality Management program was ranked number six in the U.S. by Best Choice Schools. Over 94% of HCCC Nursing program graduates passed the NCLEX first time out, placing the program's graduates in the top tier of two- and four-year nursing programs nationwide. In 2017, the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in ensuring student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education.

The College has been recognized with numerous national and state awards for excellence in student success programming, diversity and equity, educational innovativeness, facilities design, and communications from the Association of Community College Trustees, American Association of Community Colleges, Association of College and Research Libraries, National College Learning Association, National Council of Teachers of English, College Advertising Awards, New Jersey Business & Industry Association, and others.

Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

Department

Financial Aid

Position Summary/Job Description

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 students in support of the College's commitment to provide educational opportunities to a diverse and multi-cultural community.

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:

- 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 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;
- 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;
- 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;
- 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 Associate Dean, Financial Aid:

- NJ. State-funded financial assistance programs to review and determine eligibility for State financial assistance in addition to or in lieu of Federal assistance;
- 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.;
- Class withdrawals to review, recalculate, and process prorated refunds for students originally granted financial assistance.

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

Required/Minimum Qualifications

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

Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

Preferred Qualifications

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.

Closing Date of Applications

February 26, 2021

Review of applications to begin

March 1, 2021

Applications

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to Sylvia Mendoza, smendoza@hccc.edu.

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

HCCC is an equal opportunity and affirmative action employer. We are committed to ensuring a diverse and inclusive learning and working environment. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Women, veterans, and minorities are encouraged to apply.

Take Survey