



West Kern Community College District

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Classified Employment Opportunity

Application Deadline: Friday, January 27, 2017 @ 4:00 p.m.

Financial Aid Technician I

Classified Salary Range 17 ~ \$3,101.00 - \$3,958.00 per month in six steps. The District provided health and welfare benefits, valued at \$19,530.96 for 2016-17 includes medical, dental and vision for the employee and dependents, and life insurance for the employee.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 62 full-time faculty, 80 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

DEFINITION

Under general supervision, provides specialized secretarial and clerical support to an assigned department supervisor; provides direct customer service to District administrators, faculty, staff, students and the public; performs other duties as assigned.

REPRESENTATIVE DUTIES

Please refer to the Taft College website to view the complete job description.

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Provide clerical support in the Financial Aid department that includes scheduling appointments and refer students to the next step to become enrolled at Taft College.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on our website under Jobs and EdJoin.

Websites:

www.taftcollege.edu
www.edjoin.org

Human Resources Department

Hours:

Monday - Friday
7:30 a.m. - 5:00 p.m.

REPRESENTATIVE DUTIES, continued

Communicate effectively with students, seeks clarification to accurately decipher the student's need and schedule appointments with the correct person and refer them to the appropriate department, or provide them with appropriate forms.

Provide professional information and assistance to students in person, by telephone, email or regular mail in regards to Financial Aid programs.

Oversee daily operations of the front desk, including dissemination and clarification to student workers.

Processes application and determines eligibility.

Assist with the coordination of staff and student worker schedules.

Assist in hiring and training student workers.

Assist Director in the collection and compilation of Financial Aid data and statistics from various sources, including electronic databases and enterprise systems such as Banner; independently assembles and summarizes information as directed.

Assist in gathering and preparing materials for department presentations.

Operate a variety of office equipment including a copier, scanner, fax machine, computer and assigned software. Arranges for computer system modifications, maintenance and repairs as needed.

Work with IT to ensure the department scanning systems, document readers, and desktop computers are in working order.

Maintain calendar record for the Director.

Collect, manage and prepare Financial Aid Petitions and supporting documentation for Financial Aid Committee meetings.

Notify students of the results from Financial Aid Petitions in a timely manner.

Assist in the preparation and dissemination of Financial Aid information.

Perform a variety of specialized clerical duties such as maintaining electronic Financial Aid file system, typing, data entry and retrieval, reception and general office support and sending out mass emails.

Attend meetings, as assigned, and provides administrative staff support, including taking notes and preparing minutes.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or equivalent. Three (3) years of increasingly responsible office experience. Sensitivity to and understanding of the diverse academic, socioeconomics, cultural, disability and ethnic backgrounds of community college students.

Desired Qualifications

Bilingual: Spanish/English.

Work experience in public education.

Work experience with Banner.

Work experience in a Financial Aid office.

Physical Requirements

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing sufficient to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards, and to handle paper.
4. Ability to sit for long periods of time.
5. Ability to lift and carry up to 20 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

PAY RANGE

Range 17 on the Classified Employees Salary Schedule/Non-Exempt.

SUPERVISION

Direct supervision is received from the Director of Financial Aid. This position has no supervisory responsibilities. May take or give work direction on projects as assigned.

HOURS & TERMS OF EMPLOYMENT

Assignment is typically 40 hours per week and 12 months per year. Assignments are typically 40 hours per week and 12 months per year. May require evening, over-time, holiday or weekend hours throughout the year. Work is generally performed indoors.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

APPLICATION PROCEDURE

To be considered for review, applicants must submit the following application materials:

1. A District classified application
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from www.taftcollege.edu.

Paper applications need to be hand delivered or mailed to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Classified online application submission: www.edjoin.org

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

APPLICATION DEADLINE

Application materials must be in the Human Resources Department no later than 4:00 p.m. on Friday, January 27, 2017.

It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.