



UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

As the University of California's first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,300 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well as an excellent benefits package.

Assistant Director of Financial Aid

Classification: Level 3 /Full Time/ Exempt

Hiring Salary Range: \$52,704 - \$73,776 annually (commensurate with qualifications)

Posting Date: September 8, 2011

THE ROLE

Under the general direction of and reporting to the Assistant Dean and Director of Financial Aid, the Assistant Director helps plan, implement and provide oversight for administration and operations within the Financial Aid Office.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Counsels students, analyzes applications, performs Verification and need analysis, and determines eligibility for a comprehensive financial aid package according to federal regulations, institutional policies, procedures, and guidelines;
- Ensures accuracy and maintains accountability by careful attention to detail;
- Provides leadership and technical support for implementation and management of electronic systems related to Financial Aid functions. May work with the Information Technology department to test mainframe patches and financial aid module set-up, generate reports, and maintain outside interfaces.;
- Maintains financial aid scholarship database and web pages;
- Assists with institutional programs including the loan repayment assistance program and general scholarship process;
- Conducts presentations and workshops on pertinent financial aid topics of interest including financial aid procedures and financial literacy. May require an occasional evening or weekend;
- Provides good, effective customer service interactions with a diverse population of students, staff, faculty, alumni, and outside agencies.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Graduation from a four year college or university and three or more years of related experience in financial aid operations and administration;
- Experience with integrated information systems – Datatel Colleague preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Must have comprehensive knowledge of federal and state financial aid regulations;
- Must have excellent computer skills and proficiency in PC-based applications (MS Word, Excel, Access, EDEExpress);
- Must have strong oral and written communication skills.

BENEFITS

- Health, dental and vision care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- 3+ weeks of vacation starting the first year for full-time employees
- 8 hours accrued sick leave per qualifying month of service for full-time employees
- Thirteen paid holidays per year
- Credit Union
- Pre-Tax Transport Program

THE HIRING PROCESS

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Assistant%20Director%20of%20Financial%20Aid>

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

*****This position has been designated as “sensitive” and requires a pre-employment background check.***

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an Equal Employment Opportunity