



El Camino College

Financial Aid Advisor



KEY ROLES/RESPONSIBILITIES

Under the direction of an assigned supervisor, oversees the primary functions of the day-to-day delivery of Financial Aid Funds; performs complex student services, technical duties; leads, trains, coordinates, and provides work direction to subordinate personnel; serves as the institutional liaison in the absence of the supervisor and or director. The Financial Aid Advisor assists in the preparation, maintenance and review of financial aid functions and operations; oversees the day-to-day compliance and delivery of Federal State and Institutional aid; performs complex analysis of transactions and reports; provides technical expertise related to Title IV and State Funding.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

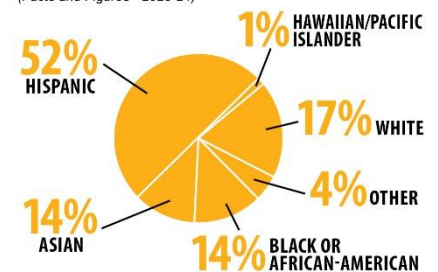
As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. substantial transformation campus-wide.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



FINANCIAL AID ADVISOR

Division: Enrollment Services

Posting Closing Date: 05/15/2025

Req: C2425-022

Position Type: Classified

(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)

REPRESENTATIVE DUTIES

Assure compliance with Title IV Federal regulations in addition to State regulations in regards to delivery of funds to students.

Compose and analyze reports for financial aid; maintain records, ledgers and reports. Assess the accuracy and completeness of reports and computer reports.

Detect, trace and adopt an effective course of action to correct errors and discrepancies within compliance of federal and state regulations.

Perform a qualitative and quantitative analysis of a variety of documents up to and including, but not limited to: Federal tax returns, official academic transcripts, INS documents, Selective Service correspondence, Social Security documents, court orders, medical transcripts, official birth certificates and promissory notes.

Research necessary federal regulations for the distribution of information to inquiring persons and/or to assure compliance on behalf of the district on a day-to-day basis.

Lead, train, and provide work direction to financial aid support personnel; monitor and coordinate workflow; assure the timely completion of duties assigned to the unit.

Reconcile reports for various programs, (i.e., Cal Grant Program, Federal Workstudy Program, Federal Family Education Loan Program, and others as needs dictate).

Advise students on the following procedures including but not limited to: Satisfactory Academic Progress appeal procedure, Dependency Override procedure and Projected Year Income Appeal procedure.

Analyze student data and certify eligibility for program participation as required; interpret, apply and explain complex rules, regulations, requirements and restrictions.

Maintain current knowledge of variety of complex regulations requirements and policies related to assigned specialty areas.

Research and interface with Social Service agencies for support services for students that need: nourishment, housing, counseling, medical attention, child care services, legal advice, law enforcement assistance, substance abuse assistance and assistance to become self-sufficient and productive members of society.

Participate in task force meetings and the selection of new staff members.

Coordinate the reconciliation of program funds with other District offices such Accounting and Information Systems.

Coordinate related job duties with other District departments such as Admissions and Records, Counseling, Care/Gain, EOP&S, Job Placement and Special Resource Center.

Perform a variety of specialized, technical, and analytical processes involving independent judgment which have fiscal implications for the District.

Design and implement expanded promotional and application materials, and informational packets regarding program requirements and available support services.

Perform related duties as assigned.

JOB QUALIFICATIONS

Education and Experience:

Any combination equivalent to: two years of college course work in a related field and three years of increasingly responsible experience in a related area.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

Specialized functions, operation and activities in an assigned student advisement area.

Interviewing techniques.

District services and community resources available to students.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

District organization, operations, policies and objectives.

Technical aspects of field of specialty.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures, personal computer and equipment.

Abilities/Skills:

Provide specialized paraprofessional duties and advisement to students in a specialty field.

Assess student needs and interests and develop viable plans and alternatives.

Interview students to determine program eligibility and obtain relevant data.

Plan, develop and conduct informational workshops.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

Analyze situations accurately and adopt an effective course of action.

Work confidentially with discretion.

Maintain records and prepare reports.

WORKING CONDITIONS

Typical office setting.

Some travel may be required.

Hand and finger dexterity to operate various office equipment.

Days and hours may vary.

Additional hours may be required.

Long periods of standing and sitting.

Move from one work area to another as needed.

Lift and carry 25 lbs.

CLOSING DATE: THURSDAY, MAY 15, 2025 at 3:00 P.M.

SALARY: Starting salary is \$6,157 per month. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$7,915 per month).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified staff position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://www.maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Robert Swain

310-660-3593, Ext. 3473

rswain@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.