



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** FINANCIAL AID ADVISOR  
**REPORTS TO:** School Principal **SITE:** Aragon High School  
**CLASSIFICATION:** CSEA Bargaining Unit **WORK YEAR:** SDO (184 Days)  
**SALARY:** Range 38 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** November 17, 2016

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#### **JOB SUMMARY:**

Under administrative direction by the Principal, assist Certificated Academic Counselors in the development of education, college, financial aid and scholarship opportunities. Provide information for students, staff, parents, and community members on education and occupational opportunities. The incumbent works closely with staff and their peers to establish collaboration between the school sites and the community, and establishes community contacts. Trains and presents on information pertaining to receiving financial aid funding for colleges. Assists with application process for scholarships and financial aid. Perform other related duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Publicize scholarship and financial aid information for college bound students; promote and distribute information on all essay and speech contests sponsored by community organizations; and administer senior competency tests and tests required for various scholarships.
2. Coordinate academic award ceremony.
3. Assist students and parents with college applications, financial aid forms, and scholarship applications.
4. Research scholarship and financial aid opportunities to provide support and counseling to students.
5. Prepare year end scholarship and financial aid report.
6. Assist the College, Career and Financial Aid Advisor with various projects.
7. Manage National Merit Scholarship process for application submission and student notification.
8. Assist with college preparatory programs such as AVID and EOPS, and annual PSAT exam.
9. Keep current in financial aid opportunities to provide support and counseling to students.
10. Coordinate and make presentations to small and large groups regarding available loans and grants, eligibility criteria, programs and enrollment services offered, required forms, timelines and other information.
11. Compose various letters and correspondence.
12. Coordinate programs sponsored by community based service organizations.
13. Assist in presenting information to various groups on college and its related services.
14. Chair the scholarship committee.
15. Integrate technology and internet resources into financial aid and scholarship advising.
16. Attend conferences as part of continuing education to increase knowledge of changing scholarship and financial aid requirements.
17. Coordinate, assign, and monitor high school student aides' class and grade for elective requirements.
18. Coordinate and organize Silver Sword Award (Aragon High School oldest award for community).
19. In collaboration with certificated counselors, assist in helping students identifying their financial aid award packages eligibility.
20. Present to various groups regarding available loans and grants, eligibility criteria, programs and enrollment services offered, required forms, timelines and other information.

#### **EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**EDUCATION AND EXPERIENCE:**

- A combination of education and experience equivalent to completion of an Associate's degree in business administration, accounting or a closely related field.
- Extensive public contact with people at various levels within organizations who are diverse in their cultures, language groups and abilities.
- Experience leading the work of others.
- Experience compiling data for composing and preparing reports, correspondence, memoranda and other written materials.
- Experience using databases and a variety of computer software.
- Position may require bilingual fluency & skills.

**REQUIRED QUALIFICATIONS, PRIOR TO EMPLOYMENT:**

- Certification in basic First Aid and CPR.
- Position may require a valid driver's license.
- Requires pre-employment clearance (fingerprint and tuberculosis).

**KNOWLEDGE OF:**

- Acceptable knowledge of a range of high school courses including but not limited to math, algebra, science, English, history/civics, and writing.
- Effective methods to tutor students in standard academic subjects.
- Techniques to motivate students to produce their best work.
- English usage, spelling, grammar, and punctuation.
- Basic computer operations and word processing software including MS Word (current versions).
- Excel and the Aeries Student Information System programs are preferred.
- General record keeping and multi-tasking skills.
- Specific functions and subject area content matter related to the position.
- Basic mathematics.
- Congenial telephone and communications skills.

**ABILITY TO:**

- Speak in front of students and large audiences.
- Communicate effectively with school staff, students and parents.
- Work effectively with students who have different academic skill levels.
- Demonstrate skill in oral and written communication, including public speaking.
- Use tact and discretion in handling confidential information.
- Work with students from a diversity of socio-economic and socio-cultural backgrounds.
- Develop a positive rapport with students and parents.
- Read and write at a level sufficient to tutor high school subjects.
- Understand the needs and learning styles of students including special education students.
- Organize materials to help students achieve educational objectives.
- Write routine reports and correspondence; maintain detailed reports.
- Speak effectively with teachers' faculty staff, and students.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Exercise sound judgment and work effectively under pressure.
- Word process for counselors when requested.
- Establish on-going contacts with key people to improve communications and assure that necessary, complete and current information is provided to: Counselors, Assistant Principals, Principal, Administrative Assistant, Dean, Data Analyst, Attendance Clerks, Health Clerk, Safety School Advocate, and College and Career Advisor.
- Analyze situations accurately and adopt an effective course of action.
- To remain calm and patient in stressful situations.
- Follow directions and function within school policies and procedures.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**WORKING CONDITIONS:**

- Office and outdoor work environment both on and off school campus.

**PHYSICAL REQUIREMENTS:**

- Incumbent must be able to function indoors in an office and/or desk environment engaged in work primarily of a sedentary to moderately active nature.
- Sufficient hand-arm-eye coordination to use a personal computer keyboard.
- Ability to reach to selves for placement of light-to-medium weight objects (less than 40 pounds).
- Sufficient hearing and speech ability to carry on conversations in person and over the phone.
- Noise level in working environment mild to moderate.
- Vision sufficient to read fine printed material.
- Stamina sufficient to sit or stand for long periods of time.
- Manual dexterity sufficient to write legibly and operate standard office and classroom equipment.

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.