



## JOB ANNOUNCEMENT "OPEN COMPETITIVE"

**GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:**

<b>POSITION TITLE:</b>  <p style="text-align: center;"><b>FINANCIAL AID COORDINATOR</b></p>	<b>ANNOUNCEMENT NUMBER:</b> JA#043-21  <b>POSITION STATUS:</b> Permanent/Full-Time				
<b>SALARY:</b> Pay Grade: L  <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"><u>MINIMUM</u></td> <td style="text-align: center; border: none;"><u>MAXIMUM</u></td> </tr> <tr> <td style="text-align: center; border: none;">Step 4C \$53,437</td> <td style="text-align: center; border: none;">Step 8B \$62,039</td> </tr> </table>	<u>MINIMUM</u>	<u>MAXIMUM</u>	Step 4C \$53,437	Step 8B \$62,039	<b>OPENING DATE:</b>  <p style="text-align: center;"><b>November 30, 2021</b></p>
<u>MINIMUM</u>	<u>MAXIMUM</u>				
Step 4C \$53,437	Step 8B \$62,039				
<b>DIVISION:</b>  <p style="text-align: center;"><b>FINANCE AND ADMINISTRATION</b></p>	<b>CLOSING DATE:</b>  <p style="text-align: center;"><b>December 15, 2021</b> 5:00 p.m. (GMT +10:00) Guam, Port Moresby</p>				

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Master's degree in Counseling, Psychology, Sociology, Business Administration, Public Administration or related field; **or**
- b) Bachelor's degree in Counseling, Psychology, Sociology, Business Administration, Public Administration or related field plus two (2) years of work experience in student financial aid or related area, with at least one (1) year of supervisory experience.

**PLUS PURSUANT TO 4 GCA §4101(c):**

All new employment in the service of the Government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

**SELECTIVE FACTOR: Experience in Student Information Systems (SIS)**

**NATURE OF WORK IN THIS CLASS:**

This is complex and responsible professional work in student financial aid. This position provides leadership and management to the Student Financial Aid Office. Administers federal, local and institutional aid programs in compliance with federal and local laws, regulations, and industry standards. Reports to the Vice President for Finance and Administration.

**ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).**

- Plans, organizes, directs, and controls the activities of the Financial Aid Office.
- Identifies and qualifies the College for participation in appropriate financial aid programs.
- Develops and implements student financial aid policies, programs, processes and procedures for the College.
- Administers federal and local financial aid programs, scholarships and veteran's educational benefits.
- Ensures compliance with all federal and local regulations regarding the distribution of all financial aid including: institutional scholarship and grant programs, federal grants and need-based loan, federal and institutional work study, and all supplemental loan programs.
- Counsel, advises and assist students in the preparation of financial aid packets and programs.
- Determines and certifies student eligibility for various financial aid programs.
- Serves as the Certifying Officer for the Veterans Administration.
- Coordinate campus wide communications, updates and training on financial aid requirements and changes impacting students and enrollment.
- Responsible for gathering and reporting financial aid information for related institutional, academic, and program accreditation and reporting requirements.
- Maintains up-to-date knowledge of proposed and current legislation, and informs Senior Management (i.e. President and Vice Presidents) of all changes that may impact financial aid programs and student enrollment.
- Prepares and submits all required institutional applications and reports for federal and local financial aid programs.

Monitors and prepares the office annual operating budget and expends funds in accordance with college policies.

Leads in the development, implementation and management of the Student Financial Aid module of the College's integrated information system.

Maintains records, prepares reports and conducts assessments.

Perform other duties, consistent with the position, as required or assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of federal and local student financial programs, rules and regulations.

Knowledge of basic financial management principles.

Ability to administer and manage financial aid programs for an institution of higher education.

Ability to develop and implement methods and procedures for improving, maintaining, and facilitating an effective student financial aid office.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend and implement changes in student financial aid laws, rules, regulations, policies and procedures to improve program effectiveness.

Ability to work harmoniously with administrators, faculty and students.

Ability to work with and respect diverse population.

Ability to communicate effectively, orally and in writing

Skill in the use of technology (i.e. integrated data base system) and statistical data analysis.

Skill in developing and conducting employee information and orientations sessions.

**WHO SHOULD APPLY:**

Open to the public.

**HOW AND WHERE TO APPLY:**

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m., of the deadline. Applications are also available online at [www.guamcc.edu](http://www.guamcc.edu). For more information, visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at [hrjobs@guamcc.edu](mailto:hrjobs@guamcc.edu) or call (671) 735-5537/38.

**IMPORTANT INFORMATION:**

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

**VETERANS PREFERENCE:**

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

**EDUCATION:**

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization [www.naces.org](http://www.naces.org).

**PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:**

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

**MANDATORY COVID-19 VACCINATION:**

In accordance with the Governor of Guam's Executive Order 2021-17, all workers of the executive branch agencies of the government of Guam shall be required to receive one of the authorized COVID-19 vaccines. Workers shall be fully vaccinated with either a single shot of the Johnson & Johnson or the two shot Pfizer or Moderna series.

**APPROVED BY**



**Mary A.Y. Okada, Ed.D.**

**President**

AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER