



Memorandum of Understanding

Between

California School Employees Association and its Merced College Chapter 274

and

Merced Community College District

Financial Aid Outreach Coordinator – Job Description

This memorandum of understanding is agreed to between the California School Employees Association and its Merced College Chapter 274 (“CSEA”) and the Merced Community College District (“District”) regarding revisions to the job description for the *Financial Aid Outreach Coordinator* position.

WHEREAS, the parties met on October 13, 2025, and shared a mutual interest in recommending the following for ratification and Board approval:

- Revising the job description for the *Financial Aid Outreach Coordinator* position to provide greater clarity regarding the application of “Professional Judgment”; and

THEREFORE, the parties recommend the attached revised job description for the *Financial Aid Outreach Coordinator* position for ratification and Board approval.

This agreement is effective upon ratification by CSEA Chapter 274 and adoption by the Merced College Board of Trustees.

For CSEA

Richard Orozco (Dec 4, 2025 17:40:26 PST)

CSEA Chief Negotiator, Richard Orozco

For the District

Superintendent/President, Chris Vitelli

Darwin Duncan (Dec 6, 2025 16:45:16 PST)

CSEA LLR, Darwin Duncan



MERCED COMMUNITY COLLEGE DISTRICT

FINANCIAL AID OUTREACH COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class.

SUMMARY DESCRIPTION

Under the direction of the Financial Aid Director, provides specialized assistance to students involving all aspects of the financial aid application process. Performs specialized duties in the provision of services involving federal and state compliance issues.

REPORTS TO

Director of Financial Aid

SALARY RANGE

28

REPRESENTATIVE DUTIES

Assist students with online processes:

1. Individualized assistance with completion and submission of the Free Application for Federal Student Aid, providing guidance based on student/family income, asset and other factors
2. Retrieve and print Student Aid Reports
3. Establish or retrieve Personal Identification Numbers (PIN)
4. Access the IRS Data Retrieval option on the FAFSA
5. Make other FAFSA corrections as needed
6. Use the Merced College webpage and portal to access award letters, print Financial Aid Appeal forms, print unofficial transcripts, and retrieve information about MC services

Advise students:

7. Provide information about the types of financial aid, the financial aid process, required satisfactory academic progress SAP standards, effects of withdrawals on the academic record as it relates to financial aid, the importance of an educational plan and the informed selection of an academic program
8. Make referrals to counseling
9. Meet with students and their parents as requested
10. Exercise ~~professional~~ Professional judgment during student appointments for Dependency Overrides, income adjustments, unaccompanied youth and other special circumstances

Outreach:

11. Establish and maintain liaison with community agencies/groups, area high schools, and adult schools to promote and assist with the application for financial aid programs
12. Give presentations on campus as requested: guidance classes and division meetings, nursing student orientations, College Night, and others as requested
13. Update annually MC Financial Aid Handbook
14. Create financial aid flyers and brochures

15. Order informational materials from the Department of Education, the California Student Aid Commission, I Can Afford College, and other sources
16. Other related duties as assigned

QUALIFICATIONS

Knowledge of...

- Financial aid programs and regulations
- Basic data processing as related to needs analysis
- Basic computer data entry programs such as Windows, Word, Excel, and Access

Ability to...

- Work independently
- Apply professional judgment
- Train and supervise student workers
- Multi-task in a fast paced environment assisting students with varying levels of computer skill and experience
- May perform Financial Aid Advisor tasks as needed
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students

REQUIRED EDUCATION AND EXPERIENCE

Education/Training/Experience

Bachelor's degree **AND** two (2) years of applicable experience **OR** associate's degree **AND** five (5) years of applicable experience **OR** the equivalent education and experience.

License or Certificate

None

DESIRED QUALIFICATIONS

Education/Experience

Experience with MS Word, Excel, Student Information System/Enterprise Resource Planning.

License or Certificate

None

PHYSICAL DEMAND AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential job functions.

Environment

Work is performed primarily in an office environment.

Physical Ability to...

- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand normal conversation

- Read printed matter and computer screens
- Stand or sit for prolonged periods of time
- Bend and twist, stoop, kneel, crawl, push, pull
- Reach in all directions
- Work at a desk, conference table or in meetings of various configurations
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard

Vision

See in the normal visual range with or without correction.

Hearing

Hear in the normal audio range with or without correction.

Revised ~~12/2019~~10/2025

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mou-csea-mccd-financial-aid-outreach-coordinator-jd-12.04.25

Final Audit Report

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✔ Agreement completed.

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