



## **Director of Financial Aid**

**Candidate: Roseanna Ruiz**

Wednesday, September 15, 2010

11:00 a.m. – 12:00 a.m.

LH-804

Roseanna Ruiz has over 20 years of experience in financial aid at a variety of institutions. Since January 2006, she has served as Director of Financial Aid at California State University, San Bernardino and was their Associate Director of Financial Aid from November 2004 to December 2005. Ms. Ruiz is responsible for the administration and management of awarding and disbursing of all financial aid totaling about \$200 million in support of the university's strategic goals. In this capacity, she supervises a staff of 20 full-time staff and 20 part-time student assistants. Ms. Ruiz coordinates the gathering and reporting of statistical information on students receiving financial aid awards as requested annually by external organizations including the College Board (CEEB), U.S. News and World Report, Princeton College Guide, Peterson's Guides. Along with overseeing the daily functions and operation of the office, she has worked on upgrading the financial aid office to PeopleSoft 9.0. Ms. Ruiz has also provided financial aid leadership for the university in chairing financial aid related committees and conducting training workshops for campus and community constituents.

Prior to serving as the Director of Financial Aid at CSUSB, Ms. Ruiz was the Associate Director of Financial Aid here at CSUF. Her responsibilities included managing and supervised financial aid employees in areas of Federal Work Study, Summer Program, Special Programs, e.g. Nursing Anesthetist, Cal State Teach, Americorp, Short-Term Loan, Outreach and Client Services. In this role, Ms. Ruiz duties included long range planning and budgeting, developing policies and procedures, budget forecasting, preparing fund expenditure reports, report writing, and monitoring the development and implementation of programs and projects.

Ms. Ruiz holds a master's degree from CSUF in Public Administration and a bachelor's from California State Polytechnic University, Pomona in Business Administration.

## **Job Summary**

California State University, Fullerton seeks a Director of Financial Aid to manage the University's comprehensive financial aid program. The University administers more than \$130 million in student aid funds. The Director is responsible for the administration, management, and disbursement of all student financial aid in a manner consistent with the University's mission and responsiveness to the University's multicultural student population. In carrying out the mission, the Director must: complete management activities; develop and train an informed staff of 40 (30 full-time and 10 part-time); develop and implement institutional policies and procedures to effectively distribute student aid funds in accordance with applicable federal, state, and system wide regulations; create and implement strategy; oversee organizational policies and procedures, within an integrated computerized environment; and advocate, communicate, and work collaboratively with the community on behalf of the financial aid program.

## OPEN FORUM FEEDBACK FORM

**Position: Director of Financial Aid**

Name of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

1) What do you see as this candidate's strengths in relation to the above position?

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2) What do you see as this candidate's weaknesses in relation to the above position?

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3) Additional Comments?

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*Evaluator Name/Title (optional):* \_\_\_\_\_

**NOTE: Please return this form to Dr. Ryan Alcantara in Student Affairs (LH 810) by 5PM on Monday, September 20, 2010.**