

# STONE CHILD COLLEGE

8294 Upper Box Elder Road  
Box Elder, MT 59521

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<b>Job title</b>	<b><i>FINANCIAL AID OFFICER</i></b>		
<b>Reports to</b>	<b><i>DEAN OF STUDENT SERVICES</i></b>		
<b>Classification/Salary</b>	<i>Full-Time</i>	<i>According to SCC Salary Scale</i>	<i>Opening Date: 9-11-2017 Closing Date: 9-25-2017</i>

## **STRATEGIC PLAN: Departmental Goal**

Plan, organize and supervise the Financial Aid department to administer federal, state, and institutional financial aid funds and services. Perform standard financial aid duties such as needs analysis, verification, satisfactory academic progress monitoring.

## **DUTIES AND RESPONSIBILITIES:**

- Will develop institutional policies and procedures to include: criteria for distribution of aid, determining need, satisfactory academic progress standards, packaging procedures, refund and repayment policies, and student responsibilities and consumer information in accordance with the Department of Education regulations.
- Corresponding and reporting to federal agencies and outside lenders on funds received or spent.
- Ensure compliance with specific federal and other regulations regarding Title IV, Higher Education Act of 1965, Civil rights Act of 1964, and Education amendments as they pertain to financial aid administration.
- Plan presentations at high schools and other agencies regarding financial aid procedures required at Stone Child College.
- Will prepare and provide information for audits and program reviews. Reconcile expenses and programs with business office monthly/annually.
- Will provide financial aid counseling services to students and public, while also providing referrals to other agencies and paraprofessional counselors on campus when necessary.
- Will be responsible for the direction and supervision of the Financial Aid Assistant in his/her job duties.
- Will assist students in the completion of the federal financial aid applications, institutional student financial assistance programs and for the competitive discretionary funding sources. Also will provide needs analysis for each client in coordination with institutional student financial assistance programs.
- Will administer financial aid monies to students through the grants, Supplemental Education Opportunity Grants, Federal Work Study, Scholarships, and miscellaneous independent scholarships, and miscellaneous independent scholarships.
- Will provide technical assistance to familiarize faculty, staff, students, and administration with the philosophy of financial aid policies and procedures.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must complete state and federal reports in a timely and accurate manner.
- Will inform the Student Services Director and President on updated program status or changes.
- Must be computer literate using excel, and word.
- Must have some experience with form development and documentation strategies.
- Must have basic office management and organizational skills.

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree and two years related experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Broad knowledge of federal financial aid programs and recordkeeping requirements. Knowledge of higher education processes, supervisory and personnel practices, communication techniques and computer software. General knowledge of accounting practices, data processing and computer applications. Able to communicate effectively verbally and in writing. Able to work independently to meet deadlines.

The above description covers the most significant duties performed but does not include other related occasional work.

- Letter of interest
- Diploma/Official Transcripts upon hire
- Stone Child College Application
- Current Resume
- Three (3) Current letters of reference
- Upon hire will be required to complete a background check

Applicant will be subject to drug testing upon employment, as outlined in the Tribal Ordinance #1-99