

# STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – [www.stonechild.edu](http://www.stonechild.edu)

## OPEN POSITION

<b>Job Title:</b>	<i>Financial Aid Assistant</i>
<b>Opens:</b>	<i>February 21, 2023 – Open until filled</i>
<b>Supervisor:</b>	<i>Financial Aid Officer</i>
<b>Classification:</b>	<i>Full-time</i>
<b>Salary:</b>	<i>According to SCC Salary Scale, depending on experience and education</i>

## JOB SUMMARY:

The Financial Aid Assistant works directly with the SCC Financial Aid Officer to provide Federal, State, and Tribal financial education and assistance to SCC students.

## JOB DUTIES:

- Performs various review, verification, processing, and student support activities of a routine to moderately complex nature to determine individual student eligibility for Federal and State financial assistance.
- Follows and explains Federal and State financial assistance rules and regulations, Family Educational Rights and Privacy Act (FERPA) compliance regulations, Student Financial Assistance Office policies and processes, as well as established College policies and procedures, to students and parents. Provides applications and related forms to students for completion.
- Responds to on-site, electronic, and telephone inquiries regarding financial assistance policies and procedures. Provides advice and assistance to students to ensure that students have the information they need to successfully progress through the financial assistance application process up to the determination and granting of financial awards.
- Performs required verification of student information and pertinent financial data as required for selected Federal audits. Gathers required documents from students to validate student information provided on financial assistance application. Compares original application with accompanying documents and identifies and processes data corrections for resubmission to and review by Federal and State agencies.
- Properly utilizes the financial assistance component of the Student Information System (SIS) to input data regarding student eligibility and financial awards, perform data corrections, etc., to ensure the completeness, accuracy, and currency of financial assistance data and related student information. Prepares and generates various system reports. Generates and distributes student notification letters.
- Assists in the implementation of process improvement systems specifically related to student financial assistance operations, services, and administrative activities to contribute to the identification and quick resolution of problems, enhancement of existing procedures and equipment, implementation of special policies, etc.
- Supports a student-friendly environment in addressing student financial assistance issues. Promptly identifies and resolves student problems, provides advice and guidance, etc.
- May coordinate various activities associated with the College's Work Study program, operating within established program budget constraints and student participation criteria.
- Prepares program handbooks for current and prospective Work Study student participants.
- Provides advice and guidance to student Work Study participants regarding program policies and procedures.
- Tracks student movement in and out of the Work Study program and ensures a constant pool of students for placement in work study assignments.

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- Communicates with appropriate supervisors/managers to monitor student participation and discuss Work Study program effectiveness.
- In accordance with established payroll schedules, reviews, verifies, approves, and submits timesheets for Work Study students, ensuring that total hours worked comply with established College policies and procedures.
- Approves changes in student Work Study schedules, reallocates students as necessary to ensure coverage, schedules and approves time off, etc.
- May perform various administrative activities in support of Student Financial Assistance Office to contribute to the efficiency of Office operations.
- Prepares and distributes general correspondence, as necessary.
- Establishes, organizes, and maintains student files and general Financial Aid Office files.
- Disseminates and maintains financial assistance brochures and promotional materials.
- Actively participates in Student Services activities – orientation, registration, and similar events/activities to provide and explain the student financial assistance process.
- Assists in preparing and updating the Student Financial Aid Handbook to keep students informed of eligibility requirements and program policies and procedures.
- Interacts regularly with Admissions, Registrar, and Academic department staff to facilitate the student financial assistance and award determination process.
- Continues to develop professional skills through independent research, networking, attending seminars and workshops, etc., to maintain awareness of current and changing trends in education and specific to student financial assistance. Remains knowledgeable of regulatory issues specific to student financial assistance and related administrative activities.
- Projects a positive self-image of professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
- Performs other student financial assistance activities, as required. Actively participates in special projects, as required. Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs.

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Associate degree required.
- Demonstrated knowledge of the financial aid process preferred.
- Knowledge of the mission and goals of Stone Child College preferred.
- Strong written, verbal, and interpersonal communication skills.
- Experience with Microsoft Office products and EMPOWER student information system preferred.
- Computer skills such as creating spreadsheets, inputting data, and word processing.
- The ability to interact successfully within the Rocky Boy Community and to work harmoniously with colleagues, students, and community.
- Have a strong dedication to the success of SCC students.

## HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- letter of interest
- current resume

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- Transcripts
- three professional letters of reference with contact information (current)
- SCC application ( <https://www.stonechild.edu/employment/> )

Via email to: Jessie Demontiney, Human Resources Director - [jdemontiney@stonechild.edu](mailto:jdemontiney@stonechild.edu). Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

*SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.*