

# STONE CHILD COLLEGE

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

## EMPLOYMENT ANNOUNCEMENT:

<b>Job Title:</b>	<b>Financial Aid Officer</b>
<b>Opens:</b>	<b>April 29 – May 13, 2026</b>
<b>Supervisor:</b>	<b>Dean of Student Services</b>
<b>Classification:</b>	<b>Full-time</b>
<b>Salary:</b>	<b>According to Grant budget, depending on experience and education – Fringe Benefits</b>

### JOB SUMMARY:

The Financial Aid Officer administers and oversees all aspects of the student financial aid program at Stone Child College, including federal Title IV aid (Pell Grant, Federal Work-Study, and SEOG) and institutional aid programs. This position ensures compliance with federal, state, and institutional regulations while delivering high-quality financial aid services to students. The Officer manages financial aid processing systems, reporting requirements, and reconciliation processes; advises students and families; collaborates with internal departments and external partners; supervises financial aid staff; and supports student success through outreach and counseling.

### JOB DUTIES:

- Administer federal Title IV financial aid programs, including Pell Grant, Federal Work-Study (FWS), and Supplemental Educational Opportunity Grant (SEOG), in full compliance with federal regulations
- Maintain current knowledge of federal financial aid regulations through the Federal Student Aid Handbook, Federal Register, and Department of Education guidance, and implement regulatory updates into institutional practices
- Develop, implement, and maintain financial aid policies and procedures, including the Financial Aid Policies and Procedures Manual
- Receive, review, and process ISIRs; determine student eligibility; and package financial aid awards using institutional systems (e.g., Empower)
- Administer federal verification processes, including reviewing documentation, resolving conflicting information, and ensuring compliance with verification requirements
- Exercise Professional Judgment (PJ) in accordance with federal regulations to address special or unusual student circumstances, ensuring proper documentation and compliance
- Monitor and enforce Satisfactory Academic Progress (SAP) standards, including evaluation, student notification, appeal review, and academic plan tracking
- Perform Return of Title IV (R2T4) calculations in accordance with federal withdrawal regulations
- Develop and maintain Cost of Attendance (COA) budgets in compliance with federal guidelines
- Identify and resolve conflicting information and potential fraud indicators, ensuring the accuracy and integrity of student financial aid data
- Maintain accurate, complete, and compliant student financial aid records and documentation
- Prepare and submit required federal, state, and institutional reports, including FISAP, IPEDS, and AIMS/AKIS
- Coordinate with the Business Office to reconcile Pell Grant funding and drawdowns through COD, ensuring accurate disbursement and reporting
- Monitor student enrollment, attendance, and eligibility to ensure proper awarding and disbursement of financial aid funds
- Ensure compliance with federal consumer information and disclosure requirements, including student rights and responsibilities and institutional reporting obligations
- Oversee the administration and processing of institutional and external scholarships (e.g., AICF) and ensure completion of Needs Analysis for applicable programs (NACTEP, NIFA)
- Provide comprehensive financial aid counseling to students and families, including FAFSA completion, corrections, and financial literacy guidance

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- Conduct outreach and provide financial aid guidance to local high school students and community members
- Supervise, train, and evaluate Financial Aid Assistant staff; coordinate workflow to ensure timely and accurate processing
- Collaborate with internal departments (Business Office, Registrar, Advising) and external partners to support student success and compliance
- Participating in institutional committees, professional development, and outreach activities
- Occasional evening or weekend work may be required during peak periods or outreach events
- Perform additional duties assigned by the Dean of Student Services

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, financial aid programs and regulations (Title IV preferred)
- Strong understanding of financial aid systems and student information systems
- Excellent interpersonal and communication skills
- Ability to maintain confidentiality and handle sensitive information
- Strong organizational skills and attention to detail
- Ability to interpret policies and apply them accurately
- Proficiency in Microsoft Office and database systems
- Ability to work independently and as part of a team

## QUALIFICATIONS:

- Bachelor's degree preferred
- Associate degree required
- Knowledge of federal student aid programs and basic Title IV regulations
- Knowledge of financial aid compliance, audits, and program reviews
- Ability to maintain confidentiality and handle sensitive student information in accordance with FERPA
- Strong organization and customer service skills
- Organize, prioritize, and follow projects and tasks through completion
- Excellent communication skills, both verbal and written
- Proficiency with Microsoft Office Suite – Outlook, Word, Excel, Teams, etc.
- Experience with student information systems, data entry, and records management
- Experience preparing, monitoring, and administering budgets
- Establish and maintain working relations with staff, students, and faculty
- Ability to follow all policies and procedures set forth by Stone Child College
- Requires a high level of attention to detail and accuracy in a compliance driven environment
- Ability to manage multiple deadlines and high-volume workload periods, particularly during peak times such as registration, financial aid processing cycles, reporting and disbursement periods
- The employee may be required to travel throughout the county, state, and out of state

## 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
- Official Transcripts
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application ( <https://www.stonechild.edu/employment/> )

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

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