

CHIEF DULL KNIFE COLLEGE JOB ANNOUNCEMENT

Financial Aid Specialist

Opening Date: April 4, 2024

Closing Date: Open Until Filled/April 19, 2024(First Review)

SUBMIT RESUME with Cover Letter and (3) Letters Reference TO:

Selection Committee FINAID
Chief Dull Knife College
Post Office Box 98
Lame Deer, Montana 59043

Term of Appointment: Hourly position/Full Time

General Job Description: Performs most clerical duties that are involved with the everyday operation of the Financial Aid Office. Includes typing, filing, computer work, greeting public, answering telephone, providing information of a general nature for financial aid and performing other duties as assigned. Specific Financial Aid duties include helping individuals with financial aid forms, be familiar with financial aid and scholarship process.

Reporting Relationships: This position reports to Financial Aid Director

Qualifications: **Education:** Bachelor's Degree required as well as related experience. Must be able to work with CDKC students as well as the general public.

Experience: Must have working knowledge of Free Application for Federal Student Aid (FAFSA). Experience with PowerFaid and Excel is highly recommended.

Salary and Benefits: Starting hourly salary negotiable depending on education and experience. Employee benefits include all federal and state mandated employee benefits (Workers compensation, unemployment insurance, FICA and Medicare Contributions) plus college provided health insurance for the employee a SEP-IRA retirement plan, long-term disability insurance, a 5.5% of salary cafeteria plan, and other benefits as outlined in the Employee Handbook.

Specific Responsibilities/Duties:

- Accepts and reviews incoming student scholarship applications, SAP Academic Appeals, and related documents and prepares the files to present to the Scholarship/Appeals Committee.
- Assists students in applying and resolving issues relating to the application process for financial aid and scholarship awards.
- Processes Title IV verification documents when a student is flagged for verification.
- Coordinates with Financial Aid Director to ensure that student applications and corrections are processed promptly and properly.

- Manages external scholarships including AICF, Emergency Aid, Spirit of Sovereignty.
- Reconile all scholarship accounts to the Business Office balance.
- Keep meeting minutes from all Scholarship & Appeal Committee meetings.
- Ensure scholarships are advertised to students and posted on campus and on Social Media.
- Organize FAFSA completion days on campus each semester.
- Keeps up to date on federal, state, and institution information provided in the Financial Aid Policies and Procedures Manual and other documents.
- Prints ISIRS using institutional software.
- Provides information to students, parents, the campus community, and other institutions regarding financial aid policy and procedure.
- Maintains student records and files, and participates in the preparation of administrative and technical reports.
- Performs a variety of general clerical and office support duties in support of the Institution's Financial Aid programs.
- Works independently in the absence of supervision.
- Maintains confidentiality in handling critical, sensitive information, records and reports.
- Assists with check distribution by notifying students and disseminating payment.
- Is proficient in Title IV awarding for Pell Grant, FSEOG, and Federal Work Study to act as a back up for the Financial Aid Director when needed.
- Performs other duties as assigned.

Working Conditions: Typical office setting.
 Extensive computer work
 Long periods of standing and sitting.
 Lift and carry up to 25 lbs.
 Move from one work area to another as needed.