



## NUETA HIDATSA SAHNISH COLLEGE

Financial Aid Director

### JOB DESCRIPTION

Revised 05/10/18

**POSITION:** Financial Aid Director

**CLASSIFICATION:** Regular, Full-time

**DEPARTMENT:** Student Services

**ACCOUNTABLE TO:** Vice President of Student Services

**FLSA Status:** Non-Exempt

**PAY RANGE:** DOQ

**LOCATION:** New Town, ND Campus

**CLOSING DATE:** Until filled

Nueta Hidatsa Sahnish College (NHSC) is committed to providing quality cultural, academic and vocational education and services to the Mandan, Hidatsa and Arikara Nation; and our staff members strive to maintain high standards of honesty, integrity, impartiality, professional courtesy and consideration for each other, our students and our community.

### **SUMMARY OF WORK:**

The Financial Aid Office provides individual financial aid assistance for each enrolled student. This office coordinates tribal, state, federal and private funding for students during their NHSC experience. It is the mission of our Financial Aid Department to adhere to and follow federal financial aid rules and regulations, staying current with programs, information and updates.

### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs professional administrative duties requiring adherence to laws, policy and procedures. Must meet standards of fairness, accuracy, and timeliness. Position requires some travel. Must adhere to standards of confidentiality.

**Personal Contacts:** Extensive contact with the public including current and prospective students, parents, educational personnel, and funding agency representatives. Position requires extensive coordination with the registrar and business office.

**Supervision Received:** Position is mainly self-directed with supervision from the Vice President of Student Services, as needed.

**Supervision Exercised:** Provides daily instruction to a Financial Aid Specialist, a Financial Aid Assistant, and a Federal College Work Study Assistant.

**Essential Functions:** Position requires ability to: communicate orally and in writing; follow established guidelines, laws, and policy; develop written policies and procedures; calculate; do budgeting; counsel students; determine awards; keep accurate records; use computers for word processing and financial aid processes, data base management, and electronic filing for student aid.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

#### **Federal Guidelines and Regulations**

Read, study, and know the federal guidelines and regulations, implementing them into daily practice and operating procedures.

### **Supervision/Communication**

Supervise financial aid office staff (Financial Aid Assistant and Financial Aid Specialist) regarding student aid applications, processing, verifications, packaging, communications, reporting, and record keeping.

### **Financial Aid Processing**

Process the refund/repayment for early withdrawals. Reconciles student financial aid data provided to the Business Office to ensure all payments have been made, refunds are accounted for, and expenditures reported.

### **Policies and Procedures**

Review/Revise/Update financial aid policies and procedures, including Coast of Attendance, budgets and SAP criteria, for seamless implementation.

### **Reporting and Agreements**

Direct contact and communication with federal financial aid officers and officials, regarding administering of financial aid and submission of files for removal from Heightened Cash Management Level 2 (HCM2). File program participation agreements, federal reports, applications for federal funding and surveys.

### **Monitoring Satisfactory Academic Progress (SAP)**

Monitor Satisfactory Academic Progress and coordinate program participation agreement efforts, both college-based and between institutions.

### **Other Duties:**

- Comply with all NHSC policies and procedures.
- Participate in departmental and strategic planning.
- Assist the Vice President of Student Services in performing all other duties, as needed and as assigned to support the NHSC Mission and Vision.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires extensive knowledge of: Federal Title IV Financial Aid Program Regulations, Policies and Procedures; student financial aid programs; BIA/Tribal Higher Education Grant Programs, Tribal 477 Program and other related programs. Extension knowledge of Title IV WAN, ED Express, RFPMS, and related electronic processing procedures. Considerable knowledge of Tribal Community Colleges and services; data base management and word processing programs.

**Skills:** This position requires skills in using computers for word processing, data base management and electronic processing of student aid requests.

**Abilities:** This position requires the ability to: manage student financial aid programs in equitable and efficient manner; be reliable; keep accurate and timely records; meet and assist the public; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

## **EDUCATION AND EXPERIENCE:**

### **Minimum and Preferred Experience**

#### Minimum:

- Bachelor's degree in Education, Business, Accounting, Finance or a related field with two (2) years of experience and/or training involving federal financial aid operations; or an equivalent combination of education, training and experience.
- Must have thorough understanding of federal and state financial aid and cash management regulations
- Must be able to work effectively in a culturally diverse environment under minimal supervision with experience working at a tribal college and/or in a tribal community preferred.
- Ability to independently manage multiple priorities and responsibilities in a fast paced, high-pressure environment, while maintaining composure and discretion
- Ability to think critically and to analyze and interpret data to initiate improvements in workflow and process
- Willingness to work occasional nights or weekends

#### Preferred:

- Master's degree in Education, Business, Accounting, Finance with two (2) years of experience and/or training involving federal financial aid operations; or an equivalent combination of education, training and experience.
- Knowledge of the Jenzabar Ex, PowerFAIDS system or similar student information system
- Demonstrated experience performing federal R2T4 calculations using PowerFAIDS and FAA Access to CPS Online

### **Physical Demands and Work Environment**

**Physical Demands:** While performing the functions of this position, the employee is required to speak, hear, and see, including close vision at a computer terminal. The employee is often required to stand and set up the college recruitment booth and other event materials.

**Work Environment:** The functions of the position are performed in an office environment and in public settings. The position requires the employee to speak to individuals, as well as, groups and to periodically work outdoors. The position requires significant travel within and in close proximity to Fort Berthold. Evening and weekend work are required, at times.

Applications are available on-line at [www.nhsc.edu](http://www.nhsc.edu)

Please forward completed NHSC application, cover letter, resume, and three (3) reference letters to:

Sidney Prospere

Human Resources Coordinator

Nueta Hidatsa Sahnish College

P.O. Box 490 / 220 College Drive

New Town, ND 58763

(701) 627-8016; Fax: (701) 627-3609; [sprosp@nhsc.edu](mailto:sprosp@nhsc.edu)

*Applicant may also include a copy of degree of Indian blood if claiming Indian preference, and a DD-214 if claiming Veteran's preference.*