



Nueta Hidatsa Sahnish College

Position Description

POSITION: Financial Aid Assistant

DEPARTMENT: Student Services

ACCOUNTABLE To: Financial Aid Director

LOCATION: New Town, ND Campus

CLASSIFICATION: Full-Time

FLSA STATUS: Non-Exempt

PAY RANGE: \$15 - \$20 hr.

Nueta Hidatsa Sahnish College (“NHSC”) is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

POSITION SUMMARY

This position is primarily responsible for assisting the Financial Aid Director in administering all student financial aid programs, including student disbursements, updating reports, and monitoring of policies and procedures for the Financial Aid Office. The position is also responsible for maintaining accurate student records and supporting documentation, and provides standard administrative, technical and production services to the Financial Aid Office. This position involves extensive student contact and accurate data entry. The Financial Aid Assistant will also assist with Department of Education compliance, reporting and processing to correct audit and program review findings to ensure removal of NHSC from Heightened Cash Management, Level II (HCM2) status.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Serves as the first point of contact for students/parents with the financial aid office to provide customer service through in-person, phone, and email.
- Provides financial aid information to students/parents regarding the application process.
- Completes needs analysis forms for scholarships, updates the scholarships on the website and on the scholarship board, and assists students in submitting the documentation needed for scholarship applications.
- Serves on NHSC Financial Aid, Grants/Scholarship, and other college-based teams, as needed.
- Serves as an information resource for incoming, transfer, re-entering and continuing students and assists the Financial Aid Director in resolving student eligibility issues, determining eligibility for financial aid, monitoring satisfactory academic progress, and award processing issues.

- Troubleshoots student accounts to ensure funds are received including following up with students regarding any missing documents, program changes, enrollment delays and the satisfactory academic progress appeals process.
- Assists Financial Aid Director in ensuring that all payments have been made, refunds are accounted for, and expenditures have been reported, in accordance with Department of Education requirements.
- Verifies the accuracy and completeness of all student files and data bases, and assures that all student verifications are complete.
- Uses Jenzabar, Powerfaids, EdConnect, and designated web-based programs to manage and process financial aid and other related documents.
- Assists the Financial Aid Director in preparing student budgets and awarding and disbursing financial aid in accordance with all applicable laws, regulations, and policies as related to Federal Pell, SEOG, and College Work Study, and other grant and scholarship information.
- Assists in the development and implementation of specific programs, services, and activities which will enhance the academic and personal success of NHSC students, relating to financial literacy.
- Provides administrative support to the Financial Aid Director including general clerical duties, preparation of correspondence, and general filing.
- Assists in completing tasks that promote clean audits, HCM2 removal and exemplary program reviews.
- Maintains confidentiality (FERPA).
- Performs all other duties as assigned by the Financial Aid Director and/or Vice President of Student Services.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Knowledge of computer data entry and accurate records management procedures; Strong verbal, written and interpersonal communication skills

Skills: Must have effective math, reading, writing, communication and technology skills. Must be detail oriented, with ability to multi-task; Must be proficient with Windows-based software [Word, Excel, PowerPoint], with significant experience in Excel spreadsheet formulas and manipulation; Experience with Jenzabar EX, Powerfaids, and relevant web-based software preferred.

Abilities: Must be able to work collaboratively in a busy office environment, perform assigned duties with minimal supervision, maintain effective working relationships with students, faculty, staff, and the Mandan, Hidatsa and Arikara community.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualification: High School diploma, or equivalent; At least two (2) years relevant work experience in high volume office environment with effective math, reading, writing, communication and technology skills.

Preferred Qualifications: Associate's Degree in Business Administration or Computer Science or Math discipline. At least 3 years relevant administrative work experience

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, curriculum vitae, and three (3) references to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sahnish College
301 College Dr.
New Town, ND 58763
humanresource@nhsc.edu

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