



Nueta Hidatsa Sahnish College

Job Description

POSITION: Financial Aid Assistant

DEPARTMENT: Student Services

LOCATION: New Town, ND Campus

OPENING & CLOSING DATE: August 11, 2025 – Open Until Filled

CLASSIFICATION: Full-Time

FLSA STATUS: Exempt

PAY RANGE: \$18.00/hr.

Nueta Hidatsa Sahnish College ("NHSC") strives to provide a unique educational community founded in culture and spirituality that nurtures holistic student success. Since 1973, our staff has championed the role of higher education.

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 the policies and procedures of 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 (HCM1) status.

JOB CHARACTERISTICS:

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

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 Financial Aid Director, Admissions Director, Registrar, and Business Office.

Supervision Received: Position is self-directed with supervision from the Financial Aid Director and/or from the Vice President of Student Services, as needed.

Essential Functions: Position requires the 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, database management, and electronic access for student aid.

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, needs determination, verification, and status of their financial aid application in accordance with all applicable laws, regulations, and policies (on campus and in the community).
- 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.

- Assist students in preparing scholarship documentation and complete needs analysis forms as needed.
- Serves on 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 the 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.
- Supports 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 direct 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, HCM1 removal, and exemplary program reviews.
- Meets established deadlines
- Maintains confidentiality (FERPA).
- Complies with all NHSC policies, practices and regulations.
- Performs all other duties as assigned by the Financial Aid Director and/or Vice President of Student Services.
- Initiates and maintains scholarship searches to expand the internal scholarship resource list; updates the NHSC website and scholarship board regularly.
- Assist in the organization and implementation of Financial Aid-related events throughout the institution and community.
- **And other duties as assigned**

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. Strong customer service skills with the ability to communicate clearly, patiently, and professionally with a diverse student population.

ABILITIES: Must be able to work collaboratively in a busy office environment, perform assigned duties with minimal supervision, and maintain effective working relationships with students, faculty, staff, and the Mandan, Hidatsa and Arikara community. Must demonstrate reliability, professionalism, and the ability to adapt to shifting priorities.

REQUIRED EDUCATION & EXPERIENCE:

MINIMUM QUALIFICATIONS: 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: AA Degree, or better, in business administration, math or computer science; At least three (3) years relevant work experience; Prior data entry and/or administrative experience at a tribal college.

WORKING CONDITIONS:

HOURS: Unless properly approved, the normal schedule of hours is from 8 am to 5 pm with 1 1-hour lunch. Working extended hours may be required as needed

ENVIRONMENT: The functions of this position are primarily performed in an office environment; the Position occasionally requires the employee to speak in a meeting, conference or training setting. Occasional travel is required for events and conferences.

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 sit and use hands and fingers to handle, write or key stroke. The employee is frequently required to stand, walk, and reach when accessing physical files.

If interested, please submit the following information:

- Application
- Cover Letter
- Resume
- Transcripts/Certifications
- ID
- Indian or Veteran Preference (If applicable)
- 3 Letters of Reference (For instructor positions only)

Submit to the following address:

Alisha DeCoteau
Human Resources Director
Nueta Hidatsa Sahnish College
PO Box 490
New Town, ND 58763
HumanResources@nhsc.edu

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