

**AANIHH NAKODA COLLEGE
JOB DESCRIPTION**

JOB TITLE: Financial Aid Officer
DEPARTMENT: Student Services

PERFORMANCE DESCRIPTION: Develop, negotiate and finalize student financial plans consistent with financial planning policies and procedures and with Federal/State regulations for awarding aid. Work closely with new, continuing and re-entry students and their families to ensure the plan and re-plan continue to best meet the families' needs. Counsel students on all acceptances and other matters related directly to the student financial plan. Supervised by the Dean of Student Affairs.

PERFORMANCE OBJECTIVES:

- Process student needs analysis based upon the student's Individual Student Information Record (ISIR) or Student Aid Report (SAR) in a timely manner.
- Serve as financial aid administrator, counselor, and coordinator to the students of Aaniih Nakoda College.
- Follow federal guidelines in administration and implementation of Title IV funds and other related programs consistent with current Federal and state regulations and maximize institutional compliance and integrity.
- Works closely with the Business Manager and Registrar with required reporting, gathering and the maintenance of data, and other appropriate responsibilities required for the Department of Education Title IV, auditors, and other pertinent entities.
- Maintain accounting and audit requirements according to Government accounting standards and audit recommendations (federal and local).
- Make student records accessible to Aaniih Nakoda College correlating departments, the Department of Education and local auditors.
- Coordinate and maintain the College Work Study program and the scholarship committee.
- Develop and maintain an open rapport with Aaniih Nakoda College staff and faculty.
- Work closely with scholarship institutions (i.e., American Indian College Fund, Johnson Scholarship, Fort Belknap Higher Education), including assisting students when applying for campus based and non-campus-based scholarships.
- Advertise financial aid scholarships when available.
- Works with Registrar/Admissions Officer when certifying veteran's GI Benefits.

QUALIFICATIONS:

- Knowledge:
 - a) Bachelor's degree required; Master's degree preferred.
 - b) Three or more years of solid experience in financial aid or student accounts preferably in a post-secondary institution.
 - c) Advanced knowledge of Federal, State, or commercial loan packages.
- Skills:
 - a) Excellent written and verbal communication skills.
 - b) Strong interpersonal skills with staff, faculty and student populations.
 - c) Superior organizational and problem resolution skills.

- d) Strong computer software skills (MS office, Quattro Pro, Excel, Empower).
- e) Experience with supervisory skills (i.e., College Work Study Students).
- Abilities:
 - a) Ability to interact effectively as a member of a team and work collaboratively with other departments.
 - b) Ability to listen to consumers (e.g. students, staff, etc.) and to understand and respond positively to their requests.
 - c) Ability to work without close supervision to set priorities and work schedule.
 - d) Ability to read, comprehend and comply with federal and state laws, regulations and policies pertaining to the provision of student financial aid.

Salary According to the ANC Salary Scale; commensurate with experience and qualifications.

Submit to apply: 1) Letter of Application; 2) Current Resume; 3) Official College Transcripts; 4) Three current letters of recommendations; please have letters of recommendation correlate with the job you are applying for. Please send application to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information call 406-353-2607 x 3901 or mbrockie@ancollege.edu. Anticipated start date: As soon as possible. Open until filled. Incomplete applications will not be considered.

Aaniiih Nakoda College does not discriminate based on race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.