LITTLE BIG HORN COLLEGE
Position Description

Job Title: Financial Aid Office Assistant
Department: Student Services
Supervisor: Financial Aid Director

Summary of Position: This is a regular F/T position that will assist the Financial Aid Director with various administrative functions dealing with federal/state financial aid, scholarships, student files, federal/state compliance policy (mandated), office management and organization. The Financial Aid Assistant will counsel and assist students along with parents the financial aid/scholarship application procedures and provide important information with advice to ensure continued funding. This position will counsel and advise students either at risk or who have been placed on discontinued funding. This position works with tribal education offices and scholarship donors. The financial Aid Office Assistant will be trained to utilize the Jenzabar/Universe software, an elaborate application designed for college and universities for performance of job duties.

Principle Duties and Responsibilities

- Assists in creating and maintaining all student files.
- Monitors all files consistently to ensure required and updated documentation.
- Notifies and requests required documentation from students for file completion and eligibility determination.
- Assists in distributing information on financial aid, scholarships, and the Federal Work Study programs.
- Assists in reviewing all student files for determination of eligibility of various financial awards.
- Prepare budget allocation for the Federal Work Study and Institutional programs.
- Ensure that each student does not exceed any allocation of monies beyond the established unmet need as determined by the student’s financial need analysis report.
- Selects and places students on the Federal Work Study and Institutional programs.
- Processes financial aid awards and scholarships for all eligible students.
- Aids in the preparation of reports for the LBHC Business Office and federals and state programs.
- Interprets and explains state and federal regulations to parents and students.
- Maintains and ensures confidentiality of student records and information.
- Serves on college committees as assigned.
- Identifies and refers students to appropriate student services programs who may be able to assist student with counseling, retention, or other identified needs.
Job Qualifications

Education and Experience

Minimum of an A.A. degree in business administration, accounting, or related field required. Two years of work experience in an office environment that has equipped the applicant with the knowledge, skills, and abilities this position requires.

Knowledge: Must be knowledgeable of state and federal regulations, policies, and compliance standards as it applies to program management. Knowledge and understanding of Crow and Native American culture, including the academic and educational barriers encountered by these student populations are essential. Must have knowledge and/or experience in federal/state budget preparation and allocation of funding appropriated for student financial need.

Skills: Must have organizational and general office skills, including taxing, telephone etiquette, filing, and records maintenance. Must have competent computer skills for data entry tasks, generation of reports, and business correspondence. Must have excellent communication skills, both verbal and written, to effectively assist, guide, and counsel students on the financial aid process and program requirements. Must have good interpersonal skills to effectively deal with students, parents, faculty, staff, and other outside agencies and organizations.

Abilities: Must have the ability to handle multi-task and work under stress when meeting deadlines. Must be able to follow written and verbal directions. Must be able to deal with irate students and parents. Must have keen ability for attention to detail, particularly with numerical data entry.

Other: Overtime may be required during Pell and Scholarship processing. Traveling to high schools for recruitment and assistance on financial aid applications, when necessary. Out of town or overnight travel to one or two financial aid workshops per academic year may be required.

Salary: Will be based on years of experience, education, and qualifications.
Please review the job description carefully and respond to the following questions on a separate sheet of paper. Include your name and the position for which you are applying.

1. This position requires excellent organizational skills for record keeping and the ability to prioritize work. Describe your knowledge of computer skills, creating reports or collecting data for project events and data entry experience.

2. This position requires commitment, attention to detail, independent work and self-direction. Describe your experiences working on your own and give examples of how you set and achieve goals and ensure attention to detail.

3. This position requires interaction with people – students, faculty, staff, community members, representatives of other community organizations, federal agency personnel and university collaborators. Describe your “people” skills and especially your communication skills and teamwork skills. You might want to include what you feel are important attributes when dealing with the public in general.

4. Little Big Horn college is committed to preserving and promoting the Crow tribal culture, which is reflected in the organizational/institutional environment, student activities, and academic curriculum. Further, the majority of collaboration would be primarily with Crow community members and students, including people who are native Crow language speakers. Please discuss your knowledge, experience, or reflections in working in such an environment.

5. Describe any experience you have had with budget procedures and the process – either for school, for work or as a volunteer. Please describe your experience with developing budgets, equipment access (internet, word, excel, etc) you have used, any survey or interview experience you have had, and any budget compilation, analysis or interpretation work you have done.

6. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven’t already described?