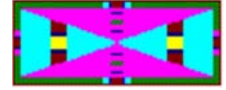


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



Thank you for your interest in Little Big Horn College employment. Please submit your application with the following **required** documents:

Applicants Name: _____ Closing Date: 9/16/2022

Available Position: Financial Aid Office Assistant

Checklist of required documents:

_____ Letter of application/signed (cover letter) for the position you are applying for

_____ Current resume

_____ Transcript of highest degree earned (If hired you have 30-days to turn in Official Transcript)

_____ Three **signed** letters of Reference (Professional)

_____ Completed KSA's (Knowledge, Skills and Abilities) with your name and the position applied for listed at the top of the page

_____ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)

_____ Consent to Release of Information Form

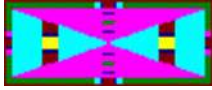
_____ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated on the LBHC website. Applications submitted after the closing date will be accepted but given less consideration, incomplete applications will not be considered. Applications can be submitted in person to the LBHC Administration reception with Melodee Reed, sent via email to Human Resources at oroscol@lbhc.edu or mailed with "ATTN: Human Resources Office" (see mailing address at top of page).

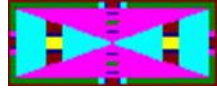
To be completed by LBHC Human Resources

_____ Complete _____ Incomplete _____ Date Received

Laura Orosco, Human Resources Director
oroscol@lbhc.edu
 Director, Human Resources (406) 638-3148



LITTLE BIG HORN COLLEGE Position Description



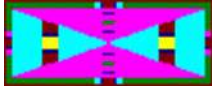
Job Title: Financial Aid Office Assistant
Department: Student Services
Supervisor: Financial Aid Director

Summary of Position

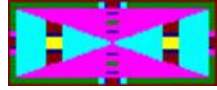
This position will assist the Financial Aid Director with various administrative functions dealing with federal/state financial aid, scholarships, student files, federal/state compliance policy (mandated), office management and organization. The Financial Aid Assistant will counsel and assist students 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.

Principles 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.
- 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.



LITTLE BIG HORN COLLEGE Position Description



Job Qualifications

Education: Minimum of an A.A. degree in business administration, accounting, or related field preferred.

Experience: 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 or willing and able to learn 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.

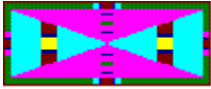
Salary—Compensation shall commensurate with **Staff** Salary Schedule DOEE.

Little Big Horn College

Knowledge, Skills, and Abilities

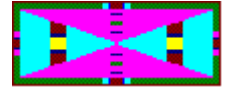
Use your past your past experience to complete the KSAs.
Attach on a separate sheet. Include the position title and your name in the heading.

1. This position requires excellent organizational skills for record keeping and the ability to prioritize work. Describe the methods you use for organizing and prioritizing work.
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, and 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. This position may also require the handling of sensitive PII (personal identifiable information) of an individual or other confidential aspects of Little Big Horn College relating to privacy. Describe your work experience in collecting, maintaining and protecting information related to the privacy of individuals and/or an organization.
5. Describe any experience you have had collecting assessment data and surveys – either for school, for work or as a volunteer. Please describe the kinds of data you collected, computer programs (Access, Excel, PowerPoint, Word, etc.) you have used, any survey or interview experience you have had, and any data compilation, analysis or interpretation work you have done.
6. The duties of this position can vary significantly from day to day. You will rely on your flexibility to adapt to the demands each day brings to excel in whatever task that's required. Describe your experiences with changing work demands or functions and how you accommodated them.
7. 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.
8. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven't already described?



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NATIVE AMERICAN/INDIAN PREFERENCE

This position allows additional points to be given to the following preference categories:

Documentation must be provided for each priority:

First Priority

Crow Tribal member

Proof of enrollment

Second Priority

Federally recognized tribal member legally married to a Crow Tribal member

Proof of applicant and spouse's enrollment

Third Priority

Any other outside federally recognized tribal member

Proof of enrollment

Applicants claiming preference must provide a copy of their CIB (Certificate of Indian Blood), BIA Form 4432, or current Tribal ID.

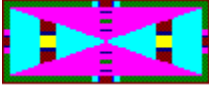
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

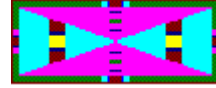
Any other outside Federally Recognized Tribal Member

No preference claimed



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Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

Signature

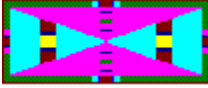
Date

Other Names Used

Social Security Number

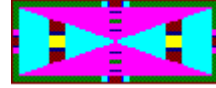
Current Mailing Address

Home Telephone Number



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Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, _____, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy.

I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

Signature

Date