



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: **Until Filled**
POSITION TITLE: Financial Aid Director
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Administrative, Level IV (Exempt)
(\$39,800-\$50,800)
SUPERVISION: Vice President of Operations

SUMMARY OF WORK:

Financial Aid Director is responsible for providing assistance to students seeking financial aid, including application process, award process, and distribution of funds.

DUTIES AND RESPONSIBILITIES:

1. To be knowledgeable of Federal Regulations, Title IV Federal Financial Aid programs and maintain files of regulations.
2. To provide financial aid advisement and assistance in completing student financial aid applications.
3. To complete need analysis budgets for all funding sources and determine eligibility for Federal Pell, SEOG, and College Work Study Program.
4. To authorize the disbursement of student aid on a monthly basis.
5. To supervise the administration of the Federal Work Study Program, coordinating with employers regarding employment and time cards.
6. To be responsible for completion of federal reports (FISAP, IPEDS), quarterly and annual reports to supervisor, semester report of financial aid received by students and other reports as assigned.
7. To determine if students are making satisfactory academic progress each term and notify federal aid recipients each term.
8. To update student financial aid handbook; locate and disseminate information on financial aid; maintain current literature pertaining to financial aid and make it available to appropriate persons.
9. To develop and recommend financial aid policies and procedures to the Student Life Committee.
10. To present material on Title IV programs and other sources of financial aid to prospective students/parents.
11. To maintain cuff accounts of the financial aid department.
12. To revise and develop student financial aid forms.
13. To supervise Financial Literacy/Financial Aid Assistant.
14. Must work with scholarship donors to set up the process of receiving applications, selecting scholarship recipients, and reporting to the donor as they request.
15. To serve as the voting representative of Sitting Bull College on
 - a. the North Dakota Association of Student Financial Aid Administrators (NDASFAA)

- b. the Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA); and
 - c. the National Association of Student Financial Aid Administrators (NASFAA).
16. Must communicate effectively with others.
 17. Other duties as assigned by Vice President of Operations
 18. Provide friendly, helpful customer service to students, clients and visitors.
 19. Attend all scheduled college functions and meetings as required.
 20. Serve on college committees as appointed.
 21. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events.)
 22. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. Master's degree with one (1) year financial aid experience or Bachelor's degree with four (4) years experience in financial aid or closely related field.
2. Ability to work with the Native American people on a professional level.
3. Computer knowledge of Microsoft Word and Excel
4. Working knowledge of PowerFaids and Jenzabar preferred, but not required.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug free. AA * EEO * M * F * B Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered