



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

INTERNAL

Closing Date: **Until Filled**
POSITION TITLE: Financial Literacy/Financial Aid Assistant
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Administrative Level III
(\$39,800-\$49,600)
SUPERVISION: Financial Aid Director

SUMMARY OF WORK:

Responsible for working with students, family and community on financial literacy and scholarship issues and information

DUTIES AND RESPONSIBILITIES:

1. Design and implementation of student outreach programs to enhance the interaction of students with the office of financial aid in order to achieve the maximum funding for each student.
2. Under the direction of the Financial Aid Director review financial aid applications for accuracy of income and assets data, make corrections as needed, perform need analysis and, using professional judgement and knowledge of federal state regulations and institutional guidelines, determine eligibility and award federal, state, institutional aid.
3. Manage the Federal Work Study Program job placement on campus in community service as well as non-community service jobs.
4. Provide information on various financial aid scholarships and assist students and parents in completing the applications.
5. Work with Financial Aid Director in updating student financial aid handbook and the SBC website; locate and disseminate information on financial aid; maintain current literature pertaining to financial aid and make it available to appropriate persons
6. Research and provide new scholarships and funding opportunities to students; maintain database of all scholarships applied for and awarded including award amounts and number of students awarded.
7. Assist students in writing and submitting essays required for scholarships i.e. guidance on what to include in essay as well as referring students to the writing lab for assistance in grammar and content.
8. Research and identify financial literacy software, programs, etc.to educate students and parents.
9. Train students and parents in financial literacy awareness and responsibility.
10. Collaborate with area schools in training juniors and seniors in financial literacy and scholarship opportunities.
11. Work with Outreach Coordinator in organizing College Application Day.
12. Communicate effectively with others.
13. Perform other duties as assigned by the Financial Aid Director.

14. Provide friendly, helpful customer service to students, clients and visitors.
15. Attend all scheduled college functions and meetings as required.
16. Serve on college committees as appointed.
17. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
18. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. Bachelor's degree in Business Administration or related field required, Masters' degree preferred.
2. Candidate must have a basic knowledge and understanding of financial literacy
3. Candidate must demonstrate an interest in working with students and parents who lack knowledge of financial literacy.
4. Candidate must be willing to pursue education and training, to increase expertise of financial literacy and software needed to manage financial aid programs at SBC
5. Candidate must have a basic understanding of Title IV Financial Aid programs.
6. Candidate must possess good verbal and written communications.

New hires are subject to Federal, State, Tribal background checks and pre-employment drug/alcohol testing. Must be drug and alcohol 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