

SISSETON WAHPETON COLLEGE

TITLE: Assistant Financial Aid Director
REPORTS TO: Financial Aid Director
SALARY: D.O.E.
TOUR OF DUTY: Generally 8:00 AM to 4:30 PM
SUPERVISES: None

Summary

Performs evaluation and analysis of student needs and eligibility for financial aid, select candidates and determine type and amount of financial assistance to be awarded; coordinates assigned financial aid programs.

Responsibilities/Duties

1. Works as an advocate for students by guiding them through the financial aid process.
2. Assists in managing a comprehensive financial aid program composed of Title IV aid, Tribal scholarships, American Indian College Fund Grants, and other available resources
3. Secures and delivers funds to students in compliance with all federal, state, and tribal policies.
4. Conducts financial aid workshops and seminars
5. Commits to a service-oriented environment with excellent interpersonal skills
6. Ability to perform a variety of multiple tasks
7. Commits to the mission of the Sisseton Wahpeton College
8. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
9. Participates on College committees and in faculty/staff meetings.
10. May be required to assist with events.
11. Performs other duties as assigned.
12. Travel required for training and conferences.

Education

- AA degree in Business or Accounting required
- 1-3 years financial aid experience preferred

Minimum Qualifications

- Knowledge of Federal, State, and Tribal financial aid program and regulations
- Applicants must have quantitative, analytical, and counseling skills
- Planning, organizational, and time management skills, attention to detail.
- Demonstrate interpersonal, written and public speaking skills
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc.

Other

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest and unethical behavior.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

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