

Turtle Mountain Community College
Position Description

POSITION: Scholarship Technician

DEPARTMENT: Financial Aid/Student Services

ACCOUNTABLE TO: Financial Aid Director

Salary: \$13.57 - \$14.73/hour

SUMMARY OF WORK:

Provide scholarship information for the student body and help them in completing financial aid applications. Assist the Financial Aid Officer in completion of student award letters. Share the responsibility in greeting and assisting students and the public. Provides assistance to the Financial Aid Director in the administration of scholarship programs at TMCC.

JOB CHARACTERISTICS:

Nature of Work:

This position is the central location for all scholarships available to students. Assists the Financial Aid Officer in completion of daily financial aid activities and assists the Financial Aid Director in completing all scholarship reporting requirements. Must meet high standards of accuracy and timeliness. Must adhere to the standards of confidentiality. Work under stressful situations. (Such as financial disbursement)

Personal Contacts:

This position requires direct contact with the students as well as meeting the public and is available to answer financial aid questions and general questions about the other departments in the office or throughout the college. Requires continuous contact with the Financial Aid Officer to keep updated on student status. Contact with the scholarship committees selected at large from the institution. Potential of disruptive students.

Supervision Received:

Receive direction from Financial Aid Officer and supervision from Financial Aid Director.

RESPONBILITIES:

- Greet and assist students and the public
- Protect the confidentiality of students as provided by the TMCC's confidentiality policy.
- Assist students in accurately completing all financial aid applications for TMCC.
- Aid scholarship recipients in preparing materials to be sent to scholarship donor.
- Prepare Financial Aid award letters.
- Prepare student budget forms for scholarships.
- Evaluate Financial Aid applications for accuracy.
- Assist disbursing Financial Aid for students.
- Correspond with students, parents and community regarding scholarship information.
- Searching for new scholarships by means of internet and other sources as well as maintain a database of current scholarships available to TMCC students.

- Select scholarship committees and compile information the committee may need to choose the recipients. May be responsible for convening and running meetings.
- Keep accounting of and report on scholarship funds for in-house scholarships.
- Help students identify what must be submitted to funding agencies and monitor student compliance.
- Provide the webmaster of the TMCC website with updated scholarship links.
- Seek new students at orientation, business expo, etc.
- Assist the administration in data collection and information compilation necessary to encourage the development of additional scholarship funds.
- Efficiently maintains database of current scholarship available to TMCC.
- Maintains confidentiality of sensitive information.
- Deals tactfully and courteously with students, staff and the public.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Identify students having significant unmet needs.
- Create priority list based on level of unmet need and motivation of student.
- Maintain appropriate documentation of activities and outcomes.
- Familiar working with a digital camera and photography software preferred.
- Serve on institutional committees as assigned.
- Performs other position related duties as assigned.

JOB REQUIREMENTS:

Knowledge:

This position requires the ability to efficiently and effectively use the internet to search for scholarships and to fill out FAFSA online. Knowledge to effectively file all financial aid documents and educate students on the financial aid process, knowledge of Financial Aid processes and regulations, database management and word processing programs.

Skills:

This position requires skills in using computers for word processing, data base management and electronic processing of student aid requests and reports. Must have strong oral, written and communications skills and be able to work well with others and the public. Must have strong customer service skills. This position will assist in the continuous recruitment and retention of TMCC students.

Abilities:

This position requires the ability to keep accurate and timely records; communicate effectively orally and in writing; strong organizational skills, ability to understand financial aid documents as well as tax forms: follow verbal and written instructions; and establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

Associates Degree with two years of office administration and program support experience required. Strong general knowledge of computers and experience with Microsoft Office programs. Experience working in Native American community preferred.

Written: 9/13

Reviewed/Revised: 2/16, 7/18