



10145 BIA Rd 7, PO Box 340 Belcourt, ND 58316 | (701) 369-6060 | tm.edu

Financial Aid Officer

Position Title: Financial Aid Officer
Contract Term: 12-month position
Accountable To: Financial Aid Director
Salary: \$44,717 - \$48,550

Summary of Position: The Financial Aid Officer collaborates closely with the Financial Aid Director. The Financial Aid Officer must guide, counsel, and support students regarding the financial aid process, including determination and documentation of award eligibility, award calculation and notification, and responsibilities for continued eligibility.

This position requires the ability to follow established guidelines, laws, and policy; assist in the development of written policies and procedures. Must be proficient with financial aid software to calculate awards.

JOB CHARACTERISTICS:

Nature of Work: This position performs professional duties in the administration of various financial aid programs requiring adherence to laws, policy, and procedures. The performance of duties requires meeting standards of equity, accuracy, and timeliness. Working outside of normal working hours is required when student files need to be completed and disbursements made. The integrity of this position requires adherence to standards of confidentiality. Some travel may be required. This position has the possibility of dealing with disgruntled students. This position is acting Financial Aid Director in the absence of the Director.

Personal Contacts: This position requires assisting students with filing for financial aid, answering questions about financial aid status and awards, and general questions about student services information and general college information. This position requires extensive contact with students and the public, including prospective students, parents, educational personnel, and funding agency representatives. The job duties require coordination with the admissions officer, registrar and business office.

Supervision Received: Supervision is provided from the Financial Aid Director.

RESPONSIBILITIES:

- Collaborates closely with the Financial Aid Director in the development of financial aid award packages to best meet the needs of TMC students.
- Reviews, interprets, and enforces rules and regulations governing the administration of various student financial aid programs.
- Assists in the compilation and dissemination of information relating to the availability, term, conditions, and application procedures of financial aid.
- Is responsible for adherence to written policies and procedures to comply with federal, state, tribal and other regulations and laws.
- Assists Director with reports in the administration of Federal Pell Grant, SEOG, Federal College Work Study, and scholarship programs allocations.
- Assist in the timely completion of US Department of Education Fiscal Operations Report and Application to Participate.
- Reviews, monitors, and adjusts financial aid awards in compliance with established policies and procedures.



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- Assists in the reconciliation of student financial aid data provided to the Business Office to ensure all payments are accurate.
- Maintains school and student records that document activities of the Financial Aid Office.
- Assist the Director in providing outreach programs regarding federal financial aid and the application process to surrounding schools and other related groups.
- Counsels students and parents regarding the student financial aid process and assists with the identification of financial resources.
- Assists students with the completion of financial aid applications.
- Verifies and evaluates student financial aid application for determining eligibility & packaging awards.
- Prepares student budgets.
- Notifies students of financial aid awards.
- Assists in reconciling accounts and completes PR's to re-pay funds.
- Processes electronic payment for each eligible student.
- Coordinates financial aid award process with Business and Registrar Offices.
- Assist students with completing application for appeals, tuition waivers and budgets.
- Provides statistical data for reporting purposes.
- Assists in reporting federal, state, tribal, and other financial aid expenditures.
- Assists in the responsibility for all other activities related to comprehensive administration of TMC Financial Aid office.
- Prepares and submits accurate and timely reports.
- Performs other position related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires comprehensive knowledge of Federal Title IV Financial Aid Program Regulations, policies and procedures; student financial aid programs; BIA/Tribal Higher Education Grant Programs, and other related programs. The duties require knowledge of EDConnect, COD, Jenzabar, and related electronic processing procedures. Knowledge of the college constituents' educational and cultural background provides an essential tool in communicating and effectively serving student financial needs.

Skills: This position requires skills in using computers for word processing, data base management, spreadsheet applications, electronic processing of student aid requests and computer proficiency to receive and process information related to financial aid. Analytical skill is required to interpret federal regulations and eligibility of students. Interpersonal skills are needed to communicate and ascertain the proper direction and answers to give individuals. Writing skills are required to prepare written correspondence.

Abilities: This position requires the ability to assist in the management of student financial aid programs in an equitable and efficient manner and the ability to guide and counsel students through the financial aid process. Job performance requires the ability to interpret, understand and evaluate financial documents such as federal income tax returns and financial aid applications; reconcile payments in the financial aid system and accounts receivable; demonstrate expertise in areas of responsibility; ability to listen in a nonjudgmental fashion; demonstrate problem solving skills; and establish effective working relationships with fellow employees, supervisors, and the public.



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REQUIRED QUALIFICATIONS:

- Associate degree

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Accounting, Business Administration or any business-related field.
- Experience working in higher education.
- Experience working in a Native American Community.
- Financial Aid experience.

Revised: 1/16, 3/21, 4/21, 5/23, 12/25

Reviewed: 2/24