

Niiwin Akeaa Campus
111 Beartown Road
Baraga, MI 49908
Phone: (906) 353-4630
Fax: (906) 353-8107



Wabanung Campus
770 N. Main St.
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8106

"Catch Your Dream Through a Superior Education"

POSITION ANNOUNCEMENT

Position:	Financial Aid Director
Start/End Date:	Open Until Filled
Salary:	Commensurate with Experience
Location:	KBOCC's Wabanung Campus
Supervisory Control:	Dean of Student Services
Position Description:	The Financial Aid Director is responsible for the administration of all forms that include student aid in a manner consistent with College policies as well as Tribal, State and Federal regulations. The Financial Aid Director will maintain financial aid student records and supply data reports to the appropriate staff, faculty and external agencies. The Financial Aid Director will also supply students with informational assistance, FAFSA, grade and status reports.
Qualifications:	A Bachelor's degree in a related field is preferred. Consideration may be given to applicants with an Associate degree with 2 years' experience in a related field. Must be able to demonstrate competence in the use of technology-based student record systems and experience working with query languages, word processing software, spreadsheets and databases. Effective interpersonal skills, leadership and team building are a must. Overall, must be extremely organized when working with major budgets from different sources.
Duties & Responsibilities:	<ul style="list-style-type: none"> • Collect and maintain student data with accuracy, integrity and confidentiality • Monitor, determine and coordinate student expenses, financial need, and scholarship sources • Provide financial aid counseling to students, families, and prospective students on all state, tribal, federal and institutional student aid programs • Award financial aid packages in compliance with College, Tribal, State and Federal regulations • Collaborate with new organizations to find and maintain scholarship sources • Maintain and develop the current connection to various funders, the American Indian College, the State of Michigan, KBIC Tribal Education Office, Spirit of Sovereignty, etc. • Primary contact for Department of Education • Evaluate and assists in making decisions regarding high level, complex policies and procedures as they relate to professional judgment, SAP, verification, and the awarding of discretionary aid • Supervise Federal Work Study Program • Inform students of financial assistance opportunities through emails, letter, and marketing and if needed assist with the application process • Hosting two Financial Aid Workshops at the beginning of each Fall & Spring semester

	<ul style="list-style-type: none"> • Holding student open office hours • Works in conjunction with the Admissions Office, Bursar Office and other offices on student recruitment as it relates to the financial aid process. This includes participating in events on and off campus. • Retain the Financial Aid Committee to ensure integrity and equitable decision making, hosting approval and selection meetings as needed • Report student financial data year through AKIS, CEPI, FISAP, MITW, IPEDS, AIFC, quarterly report, etc. • Supply staff, faculty and external agencies with the appropriate data reports • Must be able to travel for trainings • Other duties as assigned 	
Employment Preference:	Preference will be given to qualified applicants according to policy, this includes Native American Preferences, and Veteran Preferences (need DD214).	
Pre-Employment Test:	Employment is contingent upon the satisfactory result of a Security Background Check, Pre-Employment Drug Testing and Pre-Employment Physical.	
How to Apply Applications and other job postings are located on our website: kbocc.edu/jobs/	Submit an official KBOCC application, cover letter, resume, certifications and transcripts, and three reference letters to: <div style="text-align: center;"> Human Resources Keweenaw Bay Ojibwa Community College 111 Beartown Road PO Box 519 Baraga, MI 49908 Phone: (906) 524-8400 Fax: (906) 524-8106 OR Email: hr@kbocc.edu with all required documentation </div>	
Baraga Campus Niiwin Akeaa Center 111 Beartown Rd Baraga, MI 49908	L'Anse Campus Wabanung Campus 770 N. Main St. L'Anse, MI 49946	Pelkie Campus Arts & Agriculture Center 15211 Pelkie Rd. Baraga, MI 49958