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*"Catch Your Dream Through a Superior Education"*

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## **JOB DESCRIPTION**

**POSITION:** Financial Aid Director

**DEPARTMENT:** Student Services

**SUPERVISORY CONTROL:** Dean of Student Services

**SALARY:** Grade 12 (Min \$18.20/hr)

**SUMMARY:**

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 information assistance, FAFSA, grade and status reports.

## **QUALIFICATIONS:**

- Bachelor's degree preferred in a related field.
- Consideration may be given to applicants with an Associate degree with 2 years' experience in a related field.
- Ability to represent the college in a professional manner.
- Effective communication, interpersonal, and team building a must.
- 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.
- Must be extremely organized when working with major budgets from different sources.
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence  
Molestation  
Contact with or prostitution  
Offenses committed against children

Sexual assault  
Exploitation  
Crimes against persons  
Child abuse or neglect

## **RESPONSIBILITIES:**

- Primary contact for Department of Education.
- Collect and maintain student data with accuracy, integrity, and confidentiality.
- Determine student expenses, financial need, and scholarship eligibility.
- Collaborate with organizations to find and maintain scholarship sources.
- Inform student of financial assistance opportunities.
- Assist students throughout the scholarship/financial assistance application process.
- Award financial aid packages in compliance with College, State, and Federal regulations.
- Supply staff, faculty, and external agencies with appropriate data reports.
- Supervises Federal Work Study Program.
- Report student financial data year through AKIS, CEPI, FISAP, MITW, IPEDS, AIFC, quarterly report, etc.

## **DUTIES:**

- Provide Financial Aid counseling to students, families, and prospective students on all state, tribal, federal regulations.
- 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.
- Evaluate and assists in making decisions regarding high level, complex policies, and procedures as they relate to professional judgement, SAP, verification, and the awarding of discretionary aid.
- Host 2 (two) financial Aid workshops at the beginning of each Fall & Spring semester.
- Hold student open office hours
- Works in conjunction with Admissions Office, Bursar Office and other offices on student recruitment as it relates to the financial aid process. This include 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.
- Must be able to travel for trainings.
- Other duties as assigned.

## **PRE-EMPLOYMENT TESTS:**

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

## **INDIAN PREFERENCE:**

Preference is given to qualified individuals of American Indian descent.

## **VETERAN PREFERENCE:**

Preference is given to qualified veterans (need DD214).

**DEADLINE TO APPLY: This position is posted internally until 10/12/2022**  
Outside applications will be accepted until 10/19/2022

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*

**APPLICATION PROCEDURE:**

Submit an application, cover letter, resume, transcripts, and three letters of reference to Human Resources, PO Box 519, Baraga MI 49908, or email your completed application to [hr@kbocc.edu](mailto:hr@kbocc.edu).