

Chief Dull Knife College

JOB ANNOUNCEMENT

Financial Aid Assistant

Opening Date: July 14, 2022

Closing Date: July 29, 2022

Starting Salary dependent upon Education & experience/fringe benefits/Twelve Month Position

SUBMIT COVER LETTER, RESUME, TRANSCRIPTS & REFERENCES TO:

Selection Committee (TC)

Chief Dull Knife College

PO Box 98

Lame Deer, MT 59043

POSITION: Financial Aid Assistant

TERM OF APPOINTMENT: Twelve-month contract, renewable upon satisfactory completion of Duties and continuing availability of funding for this position.

GENERAL DESCRIPTION: Performs most clerical duties that are involved with the everyday operation of the Financial Aid Office. Includes typing, filing, computer work, greeting public, answering telephone, providing information of a general nature for financial aid and performing other duties as assigned. Specific Financial Aid duties include helping individuals with financial aid forms, be familiar with financial aid process. Must have working knowledge of Free Application for Federal Student Aid (FAFSA). Will report to the Financial Aid Director for supervision.

Qualifications:

Associates Degree required as well as related experience. Must be able to work with CDKC students as well as the general public.

Major Specific Responsibilities:

1. Under the supervision of the Financial Aid Director.
2. Must be responsible to carry out duties as assigned.
3. Must have a working knowledge of financial aid policies and procedures.
4. Some travel required.
5. In the absence of supervisor will be responsible for the operation of the office.
6. Other duties as assigned.