



Position Title: Financial Aid Assistant	Reports to: Financial Aid Manager
Department: Student Services	FLSA Status: Non Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code:	Last Updated: 08/29/2016
Home Campus: Keshena Campus	Pay Grade: Keshena Hourly Grade 8 (\$15.10-\$18.87)
Grant Funded: Not Grant Funded	Application Deadline:

Position Summary: The Financial Aid Case Management Technician for the Financial Aid Office will be responsible for providing financial aid services to the students of the College of Menominee Nation. The person in this position must encourage and counsel students in the financial aid process using a case management philosophy and approach. This includes a need to provide supportive services to individualized to students within the community, viewing each student holistically

Position Responsibilities & Duties:

- Assist students and parents in finding and implementing funding sources to finance the student's education utilizing case management style. Communicate options and advise as to which options are most suitable for the student's circumstances and needs.
- Ensure regulatory compliance; interpret complex federal tax and financial aid requirements.
- Maintain current student records by updating student data in the Empower database system; perform data entry to reflect tracking status of forms, update work-study, and funds acceptance of award letters. Review and determine if further action is needed, as appropriate to case management.
- Provide information and respond to inquires from callers and visitors in regards to financial aid and other student services.
- Review applicant files and perform needs analysis, utilizing a formula consistent with federal regulations to evaluate the level and type of financial aid programs that can be offered.
- Provide information on aid programs to current and prospective students; explain eligibility criteria and assist students and parents through orientation and community outreach in completing financial aid applications.
- Audit and reconcile funds; audit and review programs throughout the academic year.
- Screen aid applications and supporting documentation submitted by students for accuracy.
- Develop appropriate aid packages to meet each student's calculated need within program limitations, student preferences, and available funds with case management focus.
- Review documents submitted for financial aid applications and work-study forms for completeness and accuracy. Follow up with students when additional documentation is required.
- Prepare documents to verify financial aid eligibility of students for outside agencies. Submit various reports to federal agencies. Submit various reports to federal agencies according to strict regulations and guidelines.
- Perform scanning and linking of all requested documents in File Director document imagine system.

- Responsible for maintaining the Federal Work-Study program and create the process of FWS
- Participates in professional development activities and attends training workshops
- Other duties as assigned

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 6 months-1 years of job related experience
- Associate's degree in business, social science or related area.
- Experience in record management and maintenance
- Excellent word processing, spreadsheet and database skills
- Must be detail oriented with effective organizational and verbal/written communication skills
- Ability to provide excellent customer service
- Ability to maintain confidentiality
- Must have work experience with individuals of various social, economic, racial, ethnic, gender and disability backgrounds. Must be a team player that works cooperatively, effectively, and accurately.
- Must be self directed and posses the ability to work successfully in a multi task enviornment
- Must be able to travel, occasional on short notice, therefore must possess a valid Wisconsin driver license and liability insurance
- Must be eligible for CMN Driver's List

Desired Qualifications:

- Bachelor's Degree in business, social science or related area
- Experience in an academic financial aid office
- Experience linked to an accredited institution of higher education

Reporting to this Position: None

Physical Demands & Work Environment:

Physical demands are classified as light lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Performs administrative office functions-Constant
- Exposure to office/class room environment- Constant
- Exposure to shop or maintenance environment- Never

Tools & Equipment Used: General Office Equipment including copy, scan, print, and fax machines, computer, and telephone.