

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0482854

Date Posted: 02/14/11

POSITION NO: 942313

Closing Date: 02/28/11

CLASS CODE: 3686

POSITION TITLE: FINANCIAL AID COUNSELOR

DEPARTMENT NAME: DODE/Navajo Nation Scholarship and Financial Assistance

DEPARTMENT NO: 48 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N63A

Days: Mon-Fri.

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 33,737.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.22 Per Hour

DUTIES AND RESPONSIBILITIES:

Counsels and advises students on ONNSFA policies & procedures, financial aid eligibility, application procedures, financial planning & money management; assists students in applying for tribal trival scholarship/financial aid; collects & reviews applications to determine completeness and eligibility; verifies accuracy and consistency of data from needs analysis, financial aid transcripts, verification documents & student information. Performs analysis to identify discrepancies in data and determines action for resolution; requests additional information for incomplete applications and determines approval/denials of financial aid; reviews & evaluates supplemental documentation provided for student appeals for adjustment or exceptions to awards; maintains student information system by entering data, updating voids, returns and refunds or cancelled awards; answers questions and requests of students/parents regarding financial aid eligibility and awards; provide academic guidance and career counseling; maintain contact with post-secondary institution's financial aid officers, admissions, Native American service departments and high school counselors to validate student awards, enrollment, degree program and assist students in completing and submitting financial aid documents; monitor and provide reports on students academic progress; conduct on-site visits with students at campus. Provide information on scholarship programs to students, parents & school officials; assists in the preparation and presentation of financial aid, scholarships, grants and career development materials and information; provides orientations at schools, workshops, career/college fairs and participates in new student orientations; attend educational conferences/seminars; keeps abreast of the latest information related to financial aid, college admissions, deadlines and related matters; monitors and coordinates the activities of subordinates.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree Business Administration, Humanities, Counseling, *Guidance, Education Psychology* or related field; and

Experience:

Two (2) years experience in *student counseling* and financial aid function; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties proficiently.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation and federal, donor and/or institutional rules, regulations, guidelines and procedures for awarding of financial aid; Knowledge of schedules, rules, regulations and protocols at designated colleges/universities; Knowledge of principles and practices of education counseling; knowledge of the psychological affects on students regarding the award of financial aid; Skilled in effectively counseling students on financial aid applications and awards; applying theories and principles of educational psychology. Skilled in one-on-one, group and family situations; skilled in establishing and maintaining an effective working relationship. Physical and work environment involves considerable effort in dealing with students as the attempt to locate and obtain financial aid for a college education.

License/Certification Requirements:

PREFERRED: Valid State Driver's License.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99