

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE0482908  
POSITION NO: 940765  
CLASS CODE: 3685

Date Posted: 02/28/11  
Closing Date: 03/11/11

POSITION TITLE: SENIOR FINANCIAL AID COUNSELOR

DEPARTMENT NAME: Office of Navajo Nation Scholarship and Financial Assistance / Shiprock Agency

DEPARTMENT NO: 48 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N65A

Days: M-F

Hours: 8am-5pm

Permanent:

Temporary:

Part-Time:

Duration: \_\_\_\_\_ \$ 40,081.60 Per Annum

No. of Hrs/Wk: 40 \$ 19.27 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Supervise, assign and monitor work of clerical staff in providing financial aid and academic guidance and counseling to students; Evaluates institutions to determine eligibility of students based on accreditation status; participates in the development and implementation of program goals and objectives; activities and new developments; assists with the preparation of budget; monitors expenditures to ensure compliance with applicable regulations, policies and procedures; seeks, solicits and writes proposals for scholarship funding; reviews and updates student files on student information system; validates awards and enrollment status; monitors progress for current academic year; counsels and advises students on financial aid eligibility, application procedures, money management, financial planning and individual student needs and situations; analyzes student files to determine eligibility or if student should be placed on probation/suspension based on official transcripts; makes awards; interview students who are in withdrawal situations, determines eligibility; provides counseling to students; monitors and evaluates agreements with college/universities; conducts on site visits to assigned colleges and universities; provides program information, financial aid, tutoring, family and social issues and needs, recommends and refers students to tutoring and/or counseling services on campus and to outside agencies for assistance; develops materials and provides training on program responsibilities; financial aid, scholarship and grants for various campus groups and parents; reviews and awards to ensure compliance to applicable policies and procedures, rules and regulations and for over and/or under awards; reviews and evaluates appeals for exception and determines validity of appeals refers student file for review by the Education Appeals Committee; facilitate meetings; reviews and prepares required reports; attend meetings; training and conferences; may be delegated in the absence of supervisor; issues decision letters to students; recommends eligible students for private scholarships; evaluates and approves dissertation cost assistance for doctoral students; evaluate and approve specialized degree programs; review and recommend revisions to program policies and procedures; Other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Business Administration, Humanities, Counseling or related field; and

*Preferred:* Guidance Counseling, Education, Psychology, Secondary Education

**Experience:**

Four (04) years of experience in financial aid and educational counseling to high school/college students, *two (2) years of which must have been in a supervisory capacity*; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

*Preferred:* experience in proposal writing, fund raising activities, statistical research or planning.

**Special Knowledge, Skills and Abilities:**

Knowledge of grant funding policies and procedures and applicable regulations. Knowledge of community planning concepts, principles, techniques and practices. Knowledge of Navajo Nation and federal donor/institutional rules, regulations and procedures for awarding financial aid; Skill in analyzing and interpreting financial data and preparing financial reports, statements and/or projections. Knowledge of specialized financial aid scholarships, work study, loans or grants; Skill in establishing and maintaining effective work environment. Strong management; strong oral and written communication skills. Skilled in locating and identifying financial sources available; Skilled in developing/presenting programs to entice students to continue their education; skilled in operating a computerized information system..

**License/Certification Requirements:** 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*