THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE04812017	DATE POSTED:	06/13/16
POSITION NO:	948968	CLOSING DATE:	06/24/16
POSITION TITLE:	Financial Aid Counselor		
DEPARTMENT NAME / WORKSITE:	DODE/Navajo Nation Scholarship and Financial Assistance - Shiprock, NM		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8:00 am-5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

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 discrepencies 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 progrram 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, Experience and Training)

Minimum Qualifications:

- Bachelor's degree Business Administration, Humanities, Counseling, Guidance, Education Psychology or related field; and two (2) years of experience in providing financial aid or student services.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

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 familiy 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.

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