

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE0487205
POSITION NO: 940765
CLASS CODE: 3685

Date Posted: 11/19/12
Closing Date: 12/04/12

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: R65A

Days: Mon -Fri Permanent: SALARY:

Hours: 8am-5pm Temporary: Duration: \$ 41,516.80 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 19.96 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 a related field; and

PREFERRED: Bachelor's degree from an accredited college or university in Guidance, Counseling, Education Psychology, Secondary Education; or closely related field and at least four (4) years experience in student counseling and financial aid.

Experience:

Four (4) 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 and equivalent combination of education of education, training and experience which provides the capabilities to perform the described duties.

PREFERRED: Proposal writing, fund raising activities, statistical research or planning. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.).**

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 skills; strong oral and written communication skills. Skilled in locating and identifying financial sources available; Skilled in developing/presenting program to entice students to continue their education: skilled in operating a computerized information system.

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