

**RE-POSTED**  
**JOB ANNOUNCEMENT**  
**Financial Aid & Admissions Director – F/T**

**OPENING DATE:** January 15, 2016  
**REVIEW DATE:** February 16, 2016  
**CLOSING DATE:** Open until filled  
**START DATE:** As soon as possible  
**LOCATION:** NWIC Lummi Main Campus  
**SUPERVISOR:** Dean for Student Life  
**SALARY:** \$60,000.00 to \$62,000.00 Max. DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

*Indian Preference applies – except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.*

**SCOPE OF WORK**

The Financial Aid/Admissions Director is responsible for all functions of the Financial Aid Office. The FA Director will develop and manage a comprehensive program for financial aid including oversight of scholarship opportunities, the scholarship committee and scholarship related events. The FA Director is also responsible for Northwest Indian College's (NWIC) management and/or compliance of Title IV Federal Student Financial Aid programs such as the Pell Grant. Other areas of oversight include managing the American Indian College Fund, institutional scholarships, federal and state Work-Study, and other scholarships which may be available for NWIC participation, such as State programs and institutional scholarship programs. The FA Director will support the mission, vision and core values of NWIC, the Center for Student Success (CSS) and serve on NWIC Committees as needed.

**DUTIES AND RESPONSIBILITIES:**

1. Conduct official transcript evaluations for prioritized incoming transfer students and communicate the results to the students and appropriate advisors.
2. Maintain regular contact with the Registrar, Department Chairs, and Dean of Academics and Distance Learning concerning transfer equivalencies.
3. Maintain a college catalog reference library.
4. Conduct workshops for faculty, staff, and students.
5. Assist students with barriers or questions related to admissions, registration, financial aid, etc.

6. Participation in committee activities, professional development, and special assignments as needed.
7. Compile and submit required state and federal reports including, but not limited to, the FISAP, Gainful Employment (with assistance from instruction), Campus Crime (with assistance from security staff), Unit Record, State interim and final reports, board and institutional reports, IPEDS financial aid information, and other reports as required.
8. Direct the management of the NWIC Financial Aid Office and Admissions Office and supervise Financial Aid specialist.
9. Create working relationships with all relevant Tribal officials and NWIC Foundation in order to assist in the timely and compliant awarding of Tribal Higher Education Grants and institutional scholarships which may be awarded to NWIC students.
10. Through use of Financial Aid analysis, the FA Director will oversee the creation of financial aid award package and determine an applicant's unmet need and eligibility.
11. Create all required reports and reconciliations in a timely manner to a variety of agencies which oversee federal Title IV student financial aid and state student financial aid programs.
12. Assess and report on the Financial Aid Office functions, programs and results on a regular basis through documented learning-outcomes and goals according to the non-academic assessment cycle. Make improvements to department based on assessment findings.
13. Collaborate with the Finance office to reconcile budgets every month or as needed. Initiate request for an annual audit of the NWIC financial aid program.
14. Work closely with the Northwest Indian College Foundation to ensure that students receive Foundation scholarships and awards in a timely manner.
15. Maintain active membership in relevant professional organizations.
16. Develop and implement an on-going professional educational program for students to maintain a current understanding of all financial aid policies and regulations.
17. Update Financial Aid Policies and Procedures to comply with Federal and State Regulations regarding Title IV funding. Counsel students and parents effectively in regards to financial aid and regularly update annual Financial Aid handbook.
18. Prepare statistical and narrative reports that explain financial aid programs to variety of stakeholders.
19. Keep abreast of policies and regulations in the financial aid field to include federal, state and institutional programs. Prepare and submit annual reports to the American Indian College Fund.
20. Submit required annual budget, including budget request forms, multi-year budgeting forecast information, and any request for additional funds for Financial Aid and Admission departments.
21. Contribute to meeting institutional goals and objectives by participating in committees, and be available for faculty and staff in matters concerning institutional preparedness.
22. Other duties as assigned.

## **QUALIFICATIONS REQUIRED to perform this position successfully:**

- BS in Social Science or BA in a related field (e.g., Accounting, Business, Finance, or Human Services) is required, however, BS/BA degrees in related fields and/or backgrounds may be considered.
- Current knowledge, familiarity with American Indian higher education issues in general is highly desirable.
- Ability to demonstrate knowledge that has proven successful in working in American Indian environment, preferably educational institution or in the community setting.
- Direct knowledge of and experience working in student services departments, especially in admissions and recruitment offices is highly desirable, preferably in a tribal college.
- Ability to exercise sound judgment and decision making as it pertains to financial aid and admissions needs of students.
- Current knowledge of secondary education institutions and personnel within such institutions such as counselors and students is highly desirable.
- Current knowledge of the Indian communities, social events and cultures within the Pacific Northwest is highly desirable.
- Must have excellent communication skills (verbal and written).
- Must have excellent inter-personal/people skills to be able to work well and relate to others within a teamwork setting.
- Excellent working knowledge of computers.
- Must be able to travel on recruiting trips, which sometimes extend to 3 days or more at a time as well as local shorter, all day trips.
- Ability to work well on an independent basis as necessary.

## **Other Qualifications:**

- To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Design software; Internet software; Project Management software; Spreadsheet software and Word Processing software.

## **APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only:

- 1) A NWIC Faculty / Administrative Application
- 2) EEO Form
- 3) Cover letter or letter of application
- 4) Current and complete professional resume
- 5) Three letters of recommendation from college sources, employers, or individuals who have firsthand knowledge of your qualifications for the position (professional references)
- 6) Copies of transcripts required at application (originals required if hired)

The complete job announcement and application forms are available online at [www.nwic.edu/jobs](http://www.nwic.edu/jobs) or are available from and submitted directly to:

Northwest Indian College  
Human Resources  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: (360) 392-4230  
E-mail: [Employment@nwic.edu](mailto:Employment@nwic.edu)