



Nebraska Indian Community College
The Office of Human Resources

VACANCY ANNOUNCEMENT

NOTICE: This Announcement is not a complete job description. For a complete job description contact HR.

POSITION TITLE: Financial Aide Advisor

PRIMARY WORK LOCATION: Macy Campus

CLOSING DATE: Until filled

SUPERVISOR: Dean of Student Services

RATE OF PAY: \$36,000- \$38,000 annual salary (*exempt, full time*)

ABOUT THE POSITION:

Nebraska Indian Community College seeks a full-time employee to serve as the Financial Aid and Student Services Advisor with the ability to support financial aid office activities. An example of duties is listed below.

SUMMARY OF DUTIES AND RESPONSIBILITIES: The Student Services and Financial Aid Advisor will complete the following duties by percentage of workload that will be divided up during the academic year.

- 30% Assist students with completing FAFSA, verification, and scholarship.
- 10% Assist student services with customer service duties at the desk or helping students register for courses.
- 50% Processing financial aid scholarships and liaison for FA Solutions.
- 10% Other duties as assigned include recruitment, closing campuses, trainings for events, etc.

SPECIFIC RESPONSIBILITIES AND DUTIES:

- Provide students admissions, academic, financial aid assistance and other information related to student life.
- Meet with students on a regular basis to monitor progress and attendance as it relates to academic progress and completion ratio monitoring.
- Participate in recruitment activities, college outreach, and career fairs – one night a week required, and weekends at least five times a year.
- Manage EdConnect, FSA Connect and other Federal websites related to Title IV including the Participation Agreement and the Cleary reporting.
- Load scholarships and send for student billing processing.
- Complete audits for funding sources and work with business office in monitoring refunds and accounts.
- Prepare bi-monthly report for the Dean of Student Services describing project activities in relation to the current strategic plan.
- Aid Faculty and Staff for financial aid education and
- Track and submit purchase requisitions for emergency aid including Project Success and Covid funding.
- Report and apply for Nebraska Opportunity Grant (NOG) annually.
- Report and apply for Johnson Foundation annually.
- Monitor Federal Work Study program (FWS).
- Coordinates or performs duties associated with the day-to-day operation of the campus.
- Attend required/mandatory professional development and NICC activities.
- Other duties as assigned.

“The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo’ho” (Omaha) Isanti (Santee Dakota) and all learners.” Nebraska Indian Community College is envisioned as a comprehensive Tribal College which values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the wellbeing of our communities, and the quality of life and development of its learners, faculty, and service areas.

QUALIFICATIONS:

- A valid U.S. driver’s license & personal transportation
- At least one (1) year experience in advising college students from educationally disadvantaged backgrounds or related experience and/or training.
- Must have excellent customer service and written/verbal communication skills.
- Must be proficient in computer applications including Microsoft Office Suite.
- Must have an understanding of Native American History and Culture.
- Bachelor’s degree in business or finance preferred.
- Experience with Financial Aid (FAFSA) process, college level instruction and Empower usage/training useful.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Cultural competence in serving Indigenous students and/or other minoritized populations.
- High energy and positive attitude to affectively serve students and assist with all customer service at the Macy campus.
- Ability to work independently or with a team to complete assigned tasks.

SPECIAL INSTRUCTIONS TO APPLICANTS: Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, color, creed, religion, sex, national origin, age, marital status, or veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

HOW TO APPLY: You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses. Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) a copy of transcripts, and (4) an NICC Application. Please send your application materials to Human Resources Director Anthony Warrior SanAWarrior@thenicc.edu

NICC (South Campus)
1111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

NICC (West Campus)
North River Road
Niobrara, NE 68760
Phone: 402-494-2311

NICC North Campus
2605 ½ Dakota Ave.
South Sioux City, NE 68776
Phone: 402-494-2311