Financial Aid Clerk

Position Information

Under the general supervision of the Associate Dean of Student Services, the Financial Aid Clerk is responsible for assisting the Financial Aid Coordinator by providing support for the delivery and coordination of financial aid programs to help students of White Earth Tribal and Community College (WETCC).

Duties & Responsibilities:

Assists with the delivery of student financial aid and the maintenance of student financial aid records.

Assists with the financial aid processes, including assisting students with applications, filing applications, verifying information, and determining eligibility and awards.

Assists with preparing applications, proposals, and reporting for federal, state, Tribal, and local agencies.

Assists with implementing controls to ensure conformance with funding regulations and guidelines.

Researches and implements departmental processes and procedures to increase/improve operational efficiency and ensure proper controls and regulatory compliance.

Assists with data collection and responses to program reviews and audits by ensuring adequate documentation, audit trails, and accountability exits for all funds disbursed for the current academic year as well as the three prior academic years.

Responsible for ensuring all students receiving assistance maintain satisfactory progress per federal, state, Tribal, and institutional requirements.

Responsible for entering financial aid information into the student information systems, according to established procedures, reviewing all entries to confirm accuracy.

Must be able to be granted access to financial aid external systems.

Must acknowledge and conform to the Financial Aid Code of Ethics yearly.

Participates in professional development activities and serves on college committees that support the goals and mission of the College.

Actively participates in planned and informal outreach and retention activities.

Responsible for meeting with and communicating with both prospective and current students (or parents) and guiding them with accurate information on the financial aid and scholarship process, ensuring conformance to complicated regulations as they apply to the individual student.

Responsible to assist with the coordination of student internships and placements.

Coordinates Financial aid with other Student Services offices.
Work Schedule: Monday – Friday, 8:00 am – 4:30 pm

Advertised Salary: $17.66/hour

Minimum Qualifications:
Minimum three years of experience with accounting.
Minimum three years of increased levels of administrative experience.
A combination of education and experience may be considered.

Preferred Qualifications:
Associate degree in Accounting, Business, or a related field preferred.

Applicant Materials Required: Resume, completed WETCC application, and background check consent form; application and consent form can be found at www.wetcc.edu.

Benefits:
WETCC offers a comprehensive benefits package, for full-time employees, including: Company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC also offers annual leave and sick leave, they both start accruing from the date of hire.

WETCC also has 17 paid holidays a year.

About WETCC
Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 “...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area...”

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

Purpose Statements:
- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
• The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
• The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
• The college will promote a philosophy based on the seven teachings of the Anishinaabe.

**Mission** - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

**Vision** - *Gidinwewinaan Gibimiwidoomin niigaanakeyaa* – “We are carrying along into the future the way that we were given”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.