

Vacancy



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Financial Aid Director
Supervisor: Dean of Student Services
Opening Date: July 13, 2021
Closing Date: Until Filled
Salary: DOQ

QUALIFICATIONS:

- Bachelor's degree from an accredited institution with a major in education, business administration, communications, or other related field. Master's degree preferred.
- Two or more years of work experience in an administrative, financial aid, marketing, or public relations capacity. Financial aid knowledge and experience in a tribal college or postsecondary institution.
- Proven competency with public speaking and/or presentation development and implementation.
- Ability to meet deadlines. Excellent communication, interpersonal, and organizational skills; ability to provide advice and guidance to students, skill in coordinating work with other departments of the college.

JOB DUTIES & RESPONSIBILITIES:

- Administer the Student Financial Aid Program for CCCC.
- Responsible for seeking out all possible sources of financial aid to fund students in applying for federal, state, college, and/or private sources of funding for which they qualify.
- Properly coordinate and monitor the Federal Work Study Program.
- Maintain appropriate financial aid policies for the department and the college.
- Complete and submit timely reports to the funding agencies, CCCC Board of Regents, and the College President.
- Involvement in college/community activities along with participation in 1-2 College Accreditation Teams.
- Participate in increasing knowledge of Dakota culture and language.
- Other duties as assigned.

Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to sheri.diehl@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

