



Position Title: <b>Financial Aid Manager</b>	Reports to: <b>Advancement and Enrollment Director</b>
Department: <b>Student Services</b>	FLSA Status: Exempt
Classification: <b>Regular Full Time</b>	Benefit Eligible: <b>Yes, Full Time Benefits</b>
SOC Code: <b>11-3011</b>	Last Updated: 02/22/2019
Home Campus: <b>Keshena Campus</b>	Posting Status: 2nd Posting - Open to All
Grant Funded: <b>Fully Grant Funded</b>	Application Deadline: 2 <sup>nd</sup> posting, Open Until Filled

**Position Summary:** The Financial Aid Manager will provide leadership for the college's financial aid policy and practices by developing and directing strategies within the framework of federal and state regulations .

#### **Position Responsibilities & Duties:**

- Develop strategies related to the implementation of CMN financial aid programs to include need analysis, cost-benefit analysis, verification of financial information, packaging of aid, disbursement of funds, etc
- Develop, implement and revise policies and procedures to ensure compliance with federal and state laws, regulations and college policies related to financial aid and scholarships.
- Coordinate and manage all financial aid programs, ensuring compliance with all federal, state, and institutional financial aid regulations, policies, and procedures.
- Monitor, approve, and/or revise all financial aid packaging for all qualified applicants in accordance with federal, state, institutional, and other policies and procedures.
- Work with Comptroller and Finance Office to ensure accurate and timely exchange of information and awards between school information systems. Oversee reconciliation process.
- Lead by example in providing excellent customer service to all potential students through consistent and effective outreach and follow-up.
- Provide supervision to ensure that all prospective and applicant student files are accurately and thoroughly maintained in Financial Aid modules of SIS.
- Provide appropriate College administrators with information concerning changes in Tribal, Federal, and State requirements and regulations.
- Identifies and resolves problems in a timely manner
- Perform other duties as required/assigned.

**Minimum Qualifications-**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree required, preferably in a business or related discipline from an accredited institution.
- Two to five years of similar or related experience.
- Must have work experience with individuals of various social, economic, racial, ethnic, gender and disability backgrounds.
- Must possess excellent human relations skills with experience in meeting and working with the students and public.
- Must have public speaking experience.
- Must have strong computer skills in Microsoft Office Programs, and database management.
- Must be a team player with the ability to work cooperatively, effectively and accurately.

- Must be able to be bonded.
- Must be self-directed and possess the ability to work successfully in a multi-task environment.
- Must be able to travel, occasionally on short notice.
- Must possess a valid Wisconsin license and liability insurance.
- Must be Eligible for CMN driver list

**Desired Qualification:**

- Master's degree preferred in a business or related discipline from an accredited institution.

**Reporting to this Position:** Financial Aid Assistant

**Physical Demands & Work Environment:**

Physical demands are classified as Sedentary - lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Constant

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Never

**Tools & Equipment Used:** Office equipment including copy, scan, print and fax machines, computer, calculator and telephone.

		1-33%	34-65%	67-100%			1-33%	34-65%	66-100%
		of time	of time	of time			of time	of time	of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Lift/Carry</b>				
Squat/Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Push / Pull</b>				
Repetitive Motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12 lbs or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	41-70 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Special Activities</b>					71-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Tools</b>				
Foot Control-L&R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Forceful Grip	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to an environment consistent with working in an office environment. The noise level in the work environment is usually moderate.

I have read and understand the expectations and physical requirements of this job description.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*