Vacancy Announcement

Financial Aid Specialist – Grant & Loan Officer

Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. As the college’s mission emphasizes access and support, the financial aid office works diligently to provide access to academic programs through the education and assistance of aid programs. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a Financial Aid Specialist II – Grant & Loan Officer.

Duties and Responsibilities

This position is responsible for processing financial aid for students at this institution, advises and counsels students and parents about policies and procedures involving financial aid, and specifically manages all loans and Pell Grant awards and processes. Responsible for all loan processes between Helena College and The Department of Education in accordance with Federal Financial Aid rules and regulations. Provides administrative support to the Director of Financial Aid.

Specific duties assigned to this person in this position are listed below:

Financial Aid

- Manages all Pell Grant and loan processes at Helena College, including the development and oversight of all related procedures while ensuring fund accounts balance with the Federal Government, Helena College Business Office, and the Helena College Financial Aid Office. This includes, but is not limited to:
  - Loading all financial aid applications into Banner.
  - Reporting Pell Grant payments for Pell recipients at this institution to the Federal Government, and making final determination and necessary changes on Pell Grant awards.
  - Reporting all Student and PLUS Loan originations and disbursements to the Federal Government.
  - Running processes for Satisfactory Academic Progress on all students receiving any form of financial aid. Officially informing/notifying students of a change of status and documenting notice.
  - Running disbursement processes in Banner to insure students’ financial aid properly credits their accounts.
**Customer Service**
- Provides customer service to prospective financial aid applicants, parents, and other staff members by providing professional process guidance and advice relating to financial aid, state or federal regulations, and Helena College policies and procedures.
- Responsible for testing all upgrades in Banner system for financial aid.
- Responsible for startup procedures each new academic year in Banner.

**Professional Development**
- Member of MASFAA, RMASFAA and NASFAA organizations in the financial aid community. Attend conferences, workshops and training sessions.
- Resolves complex problems.
- Responsible for the resolution of complex financial aid (loan and grant) problems through the analysis of data and determining what is wrong and how to resolve problems with the federal processor; selective service, social security or internal revenue service or departments within this institution.

**Additional Proficiencies**
- Knowledge on technical basis to include outside databases, software and Banner system. Detailed knowledge of fund allocations to institution for federal and state dollars. Knowledge of Banner and other software to run Pell Grant and loan processes. Knowledge of federal codes, comments and procedures to make necessary changes on Pell awards. Knowledge of disbursement processes in Banner.
- Requires full knowledge of Federal Regulations for financial aid purposes. Knowledge of academic and school policies.
- Knowledge of financial aid forms, rules, tables, parameters and processes in Banner system.
- Extensive knowledge of Federal Financial Aid regulations, office operation, Banner software and EDE software.

**Minimum Qualifications:**
- Associate degree with at least one (1) year experience with higher education financial aid process to include familiarity with Title IV financial aid programs and business office and/or loan administration experience. Equivalent combination of education and experience will also be considered.

In addition, the following attributes are considered highly preferred for this position:
- Bachelor Degree
- Two-years working in financial aid
- Banner experience
- Proficiency with Excel and Access programs

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<th>Benefit and Salary Information:</th>
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<td><strong>$14.97 – $18.49</strong> per hour.</td>
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<td>Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, an employee assistance program (EAP), retirement plan, life and disability insurance options, flexible spending and dependent care account options, and optional long-term care insurance. Additional information on benefits can be found by visiting: <a href="https://choices.mus.edu/employees.asp">https://choices.mus.edu/employees.asp</a></td>
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<th>Application Procedures:</th>
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<td>Please email your cover letter, resume and references to: <a href="mailto:hchumanresources@helenacollege.edu">hchumanresources@helenacollege.edu</a>. Incomplete applications may not be considered.</td>
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<th>Deadline to Apply:</th>
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<td>This position is open until filled, the first review will be on Sunday, November 29, at 11:59pm. Applications received after this date may be considered until an adequate applicant pool has been established.</td>
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Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

**Criminal Background Investigation is required prior to Offer of Employment**

In accordance with University policy, finalists for this position will be subject to criminal background investigations.

**ADA/EOE/AA/Veteran's Preference**

Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law. Applicants requesting veterans' or disability hiring preference must provide appropriate documentation to verify eligibility. Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

Testing
Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.

*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).
Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College.

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:
Last Name:                   First Name:                   Middle Initial:

Gender:  □ Male  □ Female

Race/National Origin:  
□ White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.
□ Black (not of Hispanic origin): all persons having origins in any of the black racial groups.
□ Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
□ Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.
□ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:
□ No Military Service

□ Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under
laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

☐ Other Protected Veteran: a veteran who served on active duty in the U.S. military, round, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

☐ Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran’s discharge or release from active duty.

Where did you learn about this vacancy?

☐ Newspaper  ☐ Job Service  ☐ Referral  ☐ Posting  ☐ Web  ☐ Career Fair  ☐ Other: