



Northwest Technical College and Bemidji State University
invite applications for the position of:

Financial Aid Coordinator

MAPE JOB POSTING

CLASSIFICATION:	Academic Professional 1 (PCN 01101999)
OPENING DATE:	October 17, 2022
CLOSING DATE:	Tuesday, November 8, 2022, at 11:59 p.m.
POSITION LOCATION:	Financial Aid – Northwest Technical College Campus
JOB TYPE / SCHEDULE:	Unlimited Full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.
PAY / SALARY RANGE:	\$21.43 - \$31.00 per hour

NORTHWEST TECHNICAL COLLEGE (NTC) and BEMIDJI STATE UNIVERSITY (BSU) invite applicants to join our Financial Aid team as a **Financial Aid Coordinator**. NTC and BSU are members of the Minnesota State system of colleges and universities and employ more than 600 faculty and staff.

NTC has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college's accessible, affordable, hands-on programs also help the region's employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both.

BSU's vision is to educate people to lead inspired lives. To accomplish BSU's vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. BSU also prioritizes increasing engagement with Indigenous communities to become a destination university. BSU enrolls around 5,000 students and offers more than 70 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU's [*Shared Fundamental Values*](#) include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship. Centered between the three largest Tribal nations in Minnesota – Leech Lake, Red Lake and White Earth – BSU also prioritizes increasing engagement with American Indian communities to become a destination university.

The **Financial Aid Coordinator** provides financial aid advising, application verification and awarding aid at Northwest Technical College (NTC). This position serves in administering, managing, and awarding the MN Child Care Grant, MN Indian Scholarship, Tribal agency grants, and administering the Federal and State Work Study program. Also, this position will lend support to other student service areas at NTC. This individual completes verifications, calculates MN State Grant units, scholarship entry and processing summer applications for Bemidji State University.

Responsibilities of the Financial Aid Coordinator include:

- Reviewing and processing application tracking edit letters to identify and resolve conflicting information within the college system; including but not limited to, admission status, registration data, and financial aid application data. Reviewing, resolving, and correcting conflicting verification data on at least 30% of the aid applicants through tax transcripts, W-2s, and verification tracking letters. Reviewing MN State Grant edits and calculate units. Packaging and awarding financial aid to students. Adjusting awards for enrollment levels under full time status and pro-rating one semester students if needed. Analyzing situations and giving information to students and parents regarding rules, regulations, and processes for Special Condition Appeals, Dependency Overrides, and Satisfactory Academic Progress (SAP) petitions. Reviewing and making decisions on Special Conditions, Dependency Overrides, and other special requests with the Director of Financial Aid. Reviewing and making decisions on SAP Petitions with the Assistant Director of Financial Aid responsible for SAP. Assisting with verification, review MN State Grant edits and calculate units, scholarship entry and summer processing for Bemidji State University as time permits. **Percent of Time: 35%**
- Educating current and future students and parents, including NTC's Distance Minnesota students, regarding their questions and/or concerns about the financial aid process, services, and procedures. Responding to all inquiries and questions professionally and in a timely manner. Providing educational advice on debt management, budgeting, and sound financial planning. Providing students with alternative sources of financial assistance. Successfully resolving (according to regulations) complex student situations referred by faculty and staff. **Percent of Time: 30%**
- Managing the Minnesota Child Care Grant program awarding and reporting processes. Coordinating the awarding of the Minnesota Indian Scholarship Program awards and Tribal Agency Grants with the Minnesota Office of Higher Education and individual Tribal scholarship offices. Administering awarding of Federal and State Work Study funds to NTC students. Coordinating with the BSU Business Services Office the awarding and processing of all third-party agency funding authorizations. Coordinating with the NTC Foundation the awarding of all institutional and private scholarships. **Percent of Time: 18%**
- Collecting and reviewing data submitted by applicants for completeness and accuracy, requesting clarification of data and obtaining answers to missing data. Inputting data into the ISRS computer system. Coding documents as being received in the ISRS system upon receipt. Reviewing and preparing transcript evaluation for loan certification. **Percent of Time: 9%**
- To better serve the prospective and current NTC student population, this position will have knowledge in records, registration, admissions, and other student service areas sufficient to support campus events and act as a liaison for students seeking assistance. **Percent of Time: 8%**

Minimum qualifications for this position include:

- Bachelor's degree.
- Ability to use customer service skills on the telephone, in person and online sufficient to provide general and specialized support in a multitude of areas (i.e. advising of financial aid, academic advising, various financial aid programs, veteran's benefits). Requires common courtesy, interest in positive problem solving, empathy and the ability to organize ideas logically.
- Ability to accurately analyze and interpret information from applications and computer reports.
- Ability to work accurately in a fast-paced environment and be able to balance multiple competing demands.

- Knowledge of standard computer software programs for word processing, spreadsheets, and databases sufficient to create, modify, manage, and protect them.

Preferred qualifications include:

- Two years' experience in higher education in the area of financial aid.
- Records and/or Admissions experience in higher education.
- Experience with student information system, preferably the Integrated Student Records System (ISRS).
- Experience with document imaging system, preferably ImageNow.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.

Other considerations:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees (MAPE), which can be found at <https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp>.
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check annually.
- BSU and NTC are tobacco free workplaces ([see policy](#)).

TO APPLY:

APPLY ONLINE: <https://ntcmn.peopleadmin.com/>

Inquiries:

Stephanie Bard, Director of Financial Aid

Phone: (218) 755-2263

Email: stephanie.bard@bemidjistate.edu

If you have general questions about this posting or submitting an application, contact Melanie Pakonen at melanie.pakonen@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

UNIVERSITY / COMMUNITY

WHY BEMIDJI:

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.

Northwest Technical College has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college's accessible, affordable, hands-on programs also help the region's employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

Bemidji State University, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university's Shared Fundamental Values include environmental stewardship, civic engagement, and international and multicultural understanding.

In this Northwoods setting, students, staff and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University and Northwest Technical College can experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State and Northwest Tech are both conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds, and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and campus-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information [About BSU](#) visit our website at <http://www.bemidjistate.edu> or the NTC website at <https://www.ntcmn.edu>.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)

Other Resources:

- Visit Bemidji – <https://www.visitbemidji.com/>
 - 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
 - Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
 - Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>
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Statement of Notice

Bemidji State University and Northwest Technical College prohibit discrimination and sexual violence of any kind. Contact the Center for Civil Rights [Investigation Office](#) if you have concerns regarding discrimination and/or sexual violence. Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Steven D. Parker, Campus Diversity Officer & Title IX Coordinator

Email: TitleIX@bemidjistate.edu

Phone: (218) 755-4121

1500 Birchmont Drive NE, Deputy Hall, Room 211, Bemidji, MN 56601

Bemidji State University and Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.
