



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

Assistant Director of Financial Aid

MSUAASF JOB POSTING

OPENING DATE:	May 13, 2024
CLOSING DATE:	Tuesday, June 25, 2024 at 11:59 p.m.
POSITION LOCATION:	Financial Aid - Bemidji State University
JOB TYPE / SCHEDULE:	Full-time / Probationary / Non-Exempt
PAY / SALARY RANGE:	Depends on Qualifications; Range C (\$45,352 - \$91,288)

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

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. 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. BSU enrolls around 4,000 students and offers more than 70 undergraduate majors and nine 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.

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 900 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.

The **Assistant Director of Financial Aid** assists the Director and Associate Director to plan, administer, manage, and coordinate the student financial aid programs at BSU and NTC. This position serves as the primary financial aid officer for Satisfactory Academic Progress (SAP) and Return of Title IV Funds (R2T4) for both institutions. This individual counsels' students and parents, as well as verifies awards and revises financial aid awards.

Responsibilities of the Assistant Director of Financial Aid include:

- **Satisfactory Progress Officer & Return of Title IV Funds.**
Acting as the Financial Aid SAP Officer and R2T4 funds liaison with faculty and the Business Office for BSU and NTC. Scheduling and performing reviews of student academic performance using the MinnState Integrated Statewide Records System (ISRS) at the end of each term. Creating,

notifying and monitoring students placed on warning and suspension status. Receiving and preparing all appeals of financial aid suspension, once prepared, review with Associate Director to determine results of appeal. Promptly communicate decisions regarding appeals to students. Maintaining records of appeals and all decisions related to SAP. Determining students who require an R2T4 calculation and submitting information to Business Office.

Percentage of time: 45%

- **Financial Aid Counseling.**

- Meeting with current and prospective students and parents to discuss issues related to applying for and receiving financial aid at BSU, including financial aid eligibility, application procedures, governing regulations and debt management, and ramifications of withdrawing from courses.

Percentage of time: 20%

- **Financial Aid Processing.**

- Identifying and resolving conflicting financial and personal information using the MinnState ISRS financial aid system edits and verification processes. Calculating student eligibility and awarding appropriate financial aid funds. Providing assistance for NTC processes; this includes but is not limited to aid applied, duplicate resolution, packaging and tracking.

Percentage of time: 15%

- **Other Duties.**

- Assisting students participating in international travel academic programs. Developing and monitoring all facets of the TEACH grant program for BSU including application requirements and student individualized counseling within the guidelines of the U.S. Department of Education. Also Coordinating the MN Aspiring Teachers of Color, the MN Student Teacher Grant and the Grad Ready Student Success Scholarship. Facilitating financial wellness programming at BSU. Aiding with the development of financial aid queries, financial aid policies, procedures, computer software and systems at BSU and NTC and other duties as assigned.

Percentage of time: 15%

- **Outreach.**

- Participating in BSU Academic Advising and Registration programs, BSU FYE classes, and financial aid nights at area high schools.

Percentage of time: 5%

Minimum qualifications for this position include:

- Master's degree plus one year of professional experience in financial aid or a related field or Bachelor's degree plus two years of professional experience in financial aid or a related field or three years of professional experience in financial aid or a related field or an equivalent combination of post-secondary training, education and/or professional experience.
- Computer software and technology skills.
- Demonstrate excellent oral and written communication skills.
- Ability to receive and maintain access to federal student aid databases.

Preferred qualifications include:

- Three (3) or more years of financial aid or related higher education experience.
- Ability to participate as a team member.
- 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.

Working Conditions:

- Some evening and weekend work is required.
- Occasional overnight travel is required to attend conferences, training and planning sessions.

Physical Effort:

- Individual must be able to function effectively in a stressful and emotionally charged environment.
- Some lifting and carrying of materials.

Other considerations:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota State University Associate of Administrative and Service Faculty (MSUAASF) – [see agreement](#).
- 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.
- BSU and NTC are tobacco free workplaces ([see policy](#)).

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

A complete application will include the following attachments:

- Cover letter, which addresses the required qualifications and your specific interest in working at BSU.
- Resume / Curriculum Vitae.

Inquiries about the position:

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 Mary Miller at mary.miller@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.

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, Northwest Technical College is a short distance from Lake Bemidji, and both campuses are just blocks from a thriving downtown community. 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 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.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is 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. Students at Bemidji State University have the opportunity to 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.

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 BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our website at: <http://www.bemidjistate.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>

Statement of Notice

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator 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.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator
Email: TitleIX@bemidjistate.edu or Megan.Zothman@BemidjiState.edu
Phone: (218) 755-2502
1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

Bemidji State University / 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.
