Bemidji State University invites applications for the position of:

**Financial Aid Assistant**

**AFSCME POSTING**

**CLASSIFICATION:** Customer Service Specialist, Senior (PCN 00145130)

**OPENING DATE:** March 2, 2020

**BID CLOSING DATE:** Monday, March 9, 2020 at 4:30 p.m.

**CLOSING DATE:** Tuesday, March 31, 2020, at 11:59 p.m.

**START DATE:** May 18, 2020

**WORK DAYS & HOURS:** Unlimited Full-time; Monday – Friday 8:00 a.m. - 4:30 p.m.

**POSITION PURPOSE**

This position coordinates the awarding and revising of financial aid packages for institutional and non-institutional scholarships and grants, and reconciles these accounts monthly. This position is also responsible for answering general financial aid questions for students and families, reviewing financial aid offers for budget and accuracy, distributing the work study utilization report 2-3 times per semester, and reviewing MN State Grant Units for accuracy while inputting units for non-MinnState schools. This position also serves as the main backup for the receptionist.

**PRINCIPLE RESPONSIBILITIES:**

1. Process and incorporate private scholarship and grant checks into student aid packages and deposit funds or prepare the check for disbursement as outlined in the “Procedures for Processing Outside Scholarships” document.
   a. Receive and enter scholarship and grant checks from non-institutional funding sources in ISRS.
   b. Deposit checks on a daily basis and determine the distribution of outside scholarship and grant checks according to donor’s wishes and financial aid regulations.
   c. Revise student awards to prevent over-awarding of State/Federal funds.
   d. Update document screen and comment screen if necessary.
   e. Communicate changes/adjustments to financial aid funding for students as a result of receiving private scholarships/grants.
   f. Verify student enrollment status to funding agencies.
   g. Initiate and return balance of funds to outside funding agencies for students not attending or withdrawing from school.
   h. Reconcile on a monthly basis deposits and disbursements with the monthly accounting report.

**Percent of Time:** 30%
2. Process and incorporate institutional and BSU Foundation scholarships and faculty/staff tuition waivers into student aid packages.
   a. Once scholarship notification has been received in the Financial Aid Office, the award will be entered on the campus shared spreadsheet the same day or within 5 days during peak scholarship awarding.
   b. Update the award maintenance screen with appropriate award number, term, sequence number, amount, credits and indicate award is accepted.
   c. Revise student awards to prevent over-awarding of State/Federal funds if necessary.
   d. Communicate changes in aid packages to students as a result of scholarships/waivers.
   e. Update document screen and comment screen if necessary

   Percent of Time: 30%

3. Calculation of Minnesota State Grant Units.
   a. Obtain academic transcripts from Perceptive Content (Admissions/Records drawers) for all non-MinnState postsecondary institutions previously attended by each transfer student.
   b. Determine the number of units of enrollment by counting all credits attempted for non-MinnState institutions.
   c. Enter proper codes in the ISRS system and bypass edits when necessary.
   d. Review OHE MN State Grant unit updates and resolve State Grant unit discrepancies.

   Percent of Time: 18%

4. Provide backup and assistance to the receptionist when necessary and perform other miscellaneous tasks. Order office supplies and prepare purchase orders.
   a. Assume responsibilities of the receptionist in their absence and provide backup assistance during peak periods (i.e. answer telephone, respond to emails, input tracking letter data, taxes, W-2’s and various documents into the ISRS system; process tracking letters).
   b. Assist the receptionist in advising students and parents on completing the application process.
   c. Assist in identifying problems, resolving conflicts, and correcting the situation to the satisfaction of the student/parent.

   Percent of Time: 12%

5. Coordinate financial aid offer procedure for both BSU and NTC. Also coordinate and mail out the BSU work-study utilization report to departments, in order to allow departments to make adjustments to work schedules of their employees.
   a. Review BSU and NTC financial aid offers for revisions/corrections and forward if revisions are needed.
   b. Direct student employee in the mailing of the preliminary financial aid offer.
   c. Enter student earnings figures (provided by Payroll Office) into spreadsheet.
   d. Conduct a mail merge process in order to mail work study utilization reports to each department.
   e. At the conclusion of Fall and Spring semester, update BSU work study earnings to actual earnings in ISRS.

   Percent of Time: 10%
MINIMUM QUALIFICATIONS: (To facilitate proper crediting, please ensure that your application / resume clearly demonstrate fulfillment of the following minimum qualifications.)

- Knowledge of standard computer software programs for word processing, spreadsheets, and databases sufficient to create, modify, manage and protect them.
- Knowledge of math sufficient to maintain complete and accurate financial records, balance and resolve discrepancies, and determine eligibility and level of benefits.
- Ability to input data quickly and accurately.
- 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 that requires common courtesy, interest in positive problem solving, empathy and the ability to organize ideas logically.
- Knowledge, skill and ability to explain laws, rules, regulations, standards, policies and procedures to customers.

PREFERRED QUALIFICATIONS:

- Experience with student information system.
- 2 + years in a Financial Aid Office or a related field.
- Demonstrate a knowledge of, an interest in, or experience with, diverse cultures and populations.

PHYSICAL FACTORS:

- Constant: Sitting and near vision
- Frequent: Talking, hearing and midrange vision
- Occasional: Standing, carrying, crouching, firm grasp, kneeling, lifting above shoulder, lifting above waist to chest, lifting below waist, simple grasp and squatting.

APPLICATION INFORMATION:

Internal Bid Process - Open for Bids from eligible BSU AFSCME members from 3/2 – 3/9/2020. Any current employee interested in this position and eligible to bid should submit a bid application by 4:30 p.m. on Monday, March 9th to the Human Resources Office, Deputy 350. This form is found on the Human Resources website at: https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/


If you are unable to apply online, please contact the job information line at 651.259.3637 For additional information about the application process, go to http://www.mn.gov/careers

Note: Internal bid applications will be considered prior to filling the position via the public application process and, therefore, may be closed due to contractual obligations.

If you have general questions about this posting or submitting an internal bid or application, contact Teresa Hanson, at teresa.hanson@bemidjistate.edu

If you have questions about the position, contact Stephanie Bard at Stephanie.Bard@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MnState 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. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

UNIVERSITY / COMMUNITY

WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, 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.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, 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.

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.

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 websites 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

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