



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

## Financial Aid Director

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### MSUAASF JOB POSTING

<b>OPENING DATE:</b>	January 18, 2022
<b>CLOSING DATE:</b>	Tuesday, February 15, 2022, at 11:59 p.m.
<b>POSITION LOCATION:</b>	Financial Aid Office / Enrollment Management on the Bemidji State University campus
<b>JOB TYPE / SCHEDULE:</b>	Full-time / Probationary / Exempt
<b>PAY / SALARY RANGE:</b>	Depends on Qualifications; Range E

**BEMIDJI STATE UNIVERSITY (BSU) AND NORTHWEST TECHNICAL COLLEGE (NTC)** invite applicants to join our team as the **Financial Aid Director**. BSU and NTC provide a rigorous academic environment with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation. BSU and NTC are members of the Minnesota State system of colleges and universities.

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 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 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.

The **Financial Aid Director** plans, organizes, directs, and delivers student financial aid programs at both BSU and NTC, and is responsible for the administration of all federal, state, institutional and non-institutional student financial aid programs, and compliance with all applicable laws, regulations, policies and procedures. The Financial Aid Director fosters a stellar customer service environment that promotes and implements effective, responsive financial aid and scholarships and student financial support programs to meet institutional goals and students' needs. The Director will be actively involved within a student centric enrollment management division as an active participant in creating a culture that facilitates access, support, and success. Implementation of processes and procedures that fulfill requirements and attain maximum utilization of available funds is required.

The Director is responsible to ensure all financial aid reporting requirements are met. Monitoring and maintaining financial aid systems and making recommendations for system upgrades are within the scope of the position and integral to the uninterrupted delivery of financial aid funds.

**Responsibilities of the Financial Aid Director include:**

- **Administrative Oversight 35%:** Contributes to the accomplishment of the enrollment management objectives of the University by recommending data-informed financial aid strategies within the framework of federal and state regulations. Partners with the Business Office regarding budget, audit, and strategic use of institutional aid resources. Ensures accurate and effective disbursement of federal, state, institutional and non-institutional funds, and guarantees compliance with applicable regulations and policies. Plans, implements, monitors, and evaluates systems and use of available financial aid funds, university and college resources for maximum utilization and support of the university and college's missions. Develops budgets, monitors spending, and performs substantial oversight of all fiscal operations related to financial aid to ensure compliance. Works collaboratively with state, federal, MinnState, and university and college partners to ensure compliance with all fiscal reporting requirements. Provides oversight of institutional financial aid policies and procedures. Directs development and implementation of support systems and procedures for processing, awarding, and disbursing financial aid. Ensures systems are appropriate to meet federal, state, and institutional needs for administering financial aid.
- **Communication 20%:** Establishes and maintains effective oral, written, print, and electronic communications for multiple audiences, including, but not limited to: current and prospective students, parents, university and college personnel, and key constituents. Continuously reviews all forms of communication for clarity and consistency to reduce enrollment barriers when explaining complex institutional, state, and federal guidelines. Works collaboratively within and across divisions at BSU and NTC, and partners with statewide campus administrators, faculty, and staff when appropriate. Actively participates in Strategic Enrollment planning and additional documented initiatives to further the University and College. Prepares reports required by federal, state, university/college and agency funding sources, ensuring they are timely, accurate, and complete. Provides formal and informal representation in campus, community, MinnState, and other professional settings, and to the leadership of all such constituencies, advocating for the interests of students, the university/college, and the Financial Aid Office.
- **Office Leadership and Direction 15%:** Establishes the proper mix of staffing for meeting the individual needs of students at BSU and NTC. Administers appropriate cross-training programs to ensure timely and efficient service. Stays current in professional development and growth opportunities for both self and team that lead to a high-knowledge and high-performance culture emphasizing empowerment and growth, with a focus on student success and service. Participates in the development of institutional scholarships and grant programs to attract, enroll, and retain students.
- **Athletic Liaison 20%:** Oversees Athletic grant administration; including the authorizing, awarding, and reporting functions of the NCAA Division I and II athletic grant awards.
- **Financial Aid Counseling 10%:** Responds to student, parent, and other customer questions or concerns regarding the delivery of financial aid or other services. Uses professional judgment to approve appeals or requests for special situations or unusual circumstances.

**Minimum qualifications for this position include:**

- Bachelor's degree plus six (6) years of progressively responsible financial aid administration experience in a college/university setting.
- Two (2) years of supervisory experience managing and coordinating multiple priorities.
- Comprehensive technical understanding of complex financial aid administrative systems to ensure integrity, accuracy, and security of confidential data.
- Experience working with a diverse clientele including the commitment to equity and inclusion in the learning and work environment.

**Preferred qualifications include:**

- Experience with incorporating regulatory requirements and fiscal stewardship for federal, state, and other resources in the development of strategies, policies and procedures that enhance university/college objectives.
- Demonstrated success with planning, organizing, and directing a high pace workplace to meet numerous critical deadlines.
- Experience with managing and modifying a highly automated/computerized student aid application and delivery system.

**To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the 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 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 is a tobacco free workplace ([see policy](#)).

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**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:**

Sabrina Wille, Executive Assistant, Office of Academic Affairs

Email: [Sabrina.Wille@BemidjiState.edu](mailto:Sabrina.Wille@BemidjiState.edu)

Phone: (218) 755-3999

If you have general questions about this posting or submitting an application, contact Teresa Hanson at [teresa.hanson@bemidjistate.edu](mailto:teresa.hanson@bemidjistate.edu)

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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.*

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## **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**, 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.

**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.

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 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 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](mailto:TitleIX@bemidjistate.edu)

Phone: (218) 755-4121

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

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*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.*

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