

ILISAGVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -
Posting Date: April 10, 2018
Closing Date: Until Filled

POSITION: Admissions Officer and Assistant Financial Aid Officer
LOCATION: Barrow, Alaska
REPORTS TO: Dean of Academic Affairs
WORK SCHEDULE: Monday through Friday. 8:30a.m. to 5:00p.m.
COMPENSATION: \$73,913.29 DOE + Benefits, Exempt Position

JOB DESCRIPTION: Under the general supervision of the Dean of Students and Financial Aid Officer, the Financial Aid and Admissions Advisor will assist in providing leadership of the financial aid program that includes scholarships. This position is responsible for managing all aspects of the Admissions' program and assisting with student recruitment efforts.

Financial Aid: Assists in administrative activities to develop, review and revise financial aid policies and procedures; Works with the Financial Aid Officer to provide direction and advice to students, prospective students, parents, contractors, and the general public concerning financial aid, including the application process, eligibility criteria, disbursement of aid and responsibilities for continued receipt of financial aid at Ilisagvik College; Assists with the preparation and distribution of financial aid information brochures, application materials and other needed information; Assists with the preparation of all files, reports and records for annual audits conducted for federal/state/local programs; Maintains a high level of confidentiality and integrity; Meets deadlines and establishes relationships with integral departments/programs; Functions as the Acting Financial Aid Officer in the absence of the Financial Aid Officer and has appropriate signature authority; Demonstrated experience and knowledge of computer applications; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

Admissions and Recruitment: Works in cooperation with the Office of the Registrar along with other college personnel to facilitate admission and enrollment processes; Processes admissions documents and assists prospective students and guides them through the entire admissions process in a professional, courteous and supportive manner; Assists with the scholarship process, academic major selection and preparation, and pre-enrollment procedures for potential students; Maintains communication with perspective students from beginning of admissions and registration process; Performs degree audits for program-active students; Works collaboratively with academic programs and the college community in establishing and achieving enrollment goals; Collaborates with Recruitment on outreach activities and recruiting events to expand the prospective student pool; Prepares prospective students' admissions files and ensures the files are complete; Assists with various reports related to financial aid awards and admissions; Works to input and maintain the integrity of the student database (CAMS) in order to ensure complete accuracy for records, as well as to ensure compliance with the College admission standards; Responsible for the accuracy of student records and other appropriate information; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Works with the Director of Recruitment to assist with recruitment efforts; Assists Registrar with Commencement activities; Performs other duties as assigned; Valid driver's license.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Associates Degree; Minimum of two years of financial aid and scholarship experience or related environment; Ability to comprehend the College admissions process and student financial aid eligibility requirements; Ability to work with time deadlines and a high level of accuracy using independent judgment in determining college and student eligibility; Familiarity with education community, and industry stakeholders; Must have excellent customer service skills, strong organizational skills, and excellent interpersonal and written communications skills; Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations; Compliance and complete understanding of FERPA is essential; Must be able to work independently and as a member of a team; Demonstrated ability to interact effectively in a multi-cultural environment; Demonstrated ability to work and cooperate with staff and departments at all levels; Ability to travel extensively, including travel in small aircraft with limited amenities in remote locations; Demonstrated stable employment history; Valid driver's license and ability to provide clean DMV report prior to employment; Ability to pass a pre-employment background check; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Bachelor's Degree; Five years of experience in the financial aid process or other related field within a federal, state, or local governmental organization; Minimum of two years' admissions office experience; Demonstrated computer skills in CAMS and Great Plains databases; Demonstrated multimedia work experience, including radio and television; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

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PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

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