

JOB OPENING

Position: Financial Aid Director

Classification: Full-time

Location: Lac Courte Oreilles Ojibwa Community College

Salary: Dependent on experience & degree

Closing date: March 13th, 2009 @ 4:30 p.m.

Starting date: As soon as possible

SUPERVISOR'S TITLE: Dean of Student Development & Enrollment Management

OVERVIEW OF POSITION:

Responsible for administering all financial aid awarded at Lac Courte Oreilles Ojibwa Community College (LCOOCC) in accordance with applicable rules and regulations.

Essential duties & responsibilities: Assist students in the application process for financial aid, provide financial aid information to students, provide reports to financial aid agencies as required, assist in the reconciliation process of all financial aid general ledgers, develop student financial aid packages in accordance with rules and regulations, able to attend training seminars as needed. Assist in the assurance of smooth operations of the Lac Courte Oreilles Ojibwa Community College.

Required knowledge, skills & abilities: Good organizational skills, good communication skills, ability to learn general operations in the software computer system (JENZABAR), ability to work under pressure, ability to supervise and direct support staff, ability to make decisions and assist people in a pleasant manner.

Education & experience: This position requires a minimum of a Bachelors degree, and at least two years experience working in a post secondary Financial Aid Office or comparable experience.

Application Process:

Please submit a cover letter, resume, three letters of recommendation, official transcripts, also, completed LCOOCC job application (available on-line @ www.lco.edu) to:

Wabigon White, Human Resources Department

Lac Courte Oreilles Ojibwa Community College

13466 W Trepania Road

Hayward, WI 54843

(715) 634-4790 ext. 134

FAX: (715) 634-5049

wwhite1@lco.edu

LCOOCC welcomes applications from all peoples, but follows a Native American preference policy when hiring.