



AMERICAN INDIAN GRADUATE CENTER

POSITION CLASSIFICATION AND DESCRIPTION

POSITION TITLE: Scholarship Operations Assistant
CLASSIFICATION: Non-Exempt
DEPARTMENT: Scholarship Operations
SUPERVISOR: Director of Scholarship Operations
GRADE: NE3

Position Summary:

Under direct supervision of the Director of Scholarship Operations, assists the Scholarship Operations team in ensuring scholarship delivery and achieving outcome goals in conjunction with the vision, mission, and strategic vision of AIGC.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Assists with all aspects of scholarship processing.
- Performs intermediate data entry and word-processing activities, including merging of letters, data entry and data retrieval.
- Maintains accurate, secure and up-to-date student files.
- Verifies and process student tribal enrollment, financial aid documents and other student documents.
- Provides technical assistance to students with online application.
- Prepares internal and external, written communications, as assigned, distributes organizational publications.
- Communicates necessary information, regarding student records, to appropriate staff.
- Assists with special projects including but not limited to student of the month/year and hero of the month.
- Collaborates with Scholarship Operations Managers to coordinate work activities, meet deadlines, and provide support where needed.
- Assists with processing student scholarship funds dissemination to institutions.
- Corresponds with applicants, recipients and post-secondary educational institutions, regarding financial aid, scholarship guidelines, procedures and program eligibility.
- Represents AIGC, with respect to program activities, on a local basis. Attends and participates in individual and group presentations and other information dissemination sessions, provides orientation to visitors, parents and tribal representatives.
- Manages graduation stole distribution and maintains respective database.
- Produce digital copies of student files for retention purposes, preform quality check, and organize scanned documents for network storage.
- Maintains strict student confidentiality and compliance with the Family Education Right to Privacy Act.
- Embodies AIGC Core Values and promotes the AIGC organization, staff and programs, in a positive and professional manner.
- Contributes to a team effort and accomplished related results.
- Perform other duties as required.

Minimum Qualifications:

Associate's degree or technical certificate required, plus six month related office or clerical experience; or equivalent combination of education and experience.

Valid Driver's License required. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

Knowledge, Abilities, Skills and Certifications:

- Knowledge of American Indian History, culture and tribes.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of business English, proper spelling, grammar and punctuation and basic arithmetic.
- Ability to evaluate student transcripts and/or records and financial need forms.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, employees and officials.
- Ability to gather data, compile information and prepare reports.
- Ability to handle multiple tasks and meet deadlines.
- Ability to follow oral and written instruction.
- Ability to make solid decisions and exercise independent judgment.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to demonstrate excellence in everything and continually seek improvement in results.
- Skilled in operating business computers and office machines, including various software applications, specifically Word, Excel, Access, presentation software (such as PowerPoint).
- Skilled in Customer service.
- Skills in public speaking.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee frequently is required to walk. The employee, occasionally, is required to stand, stoop, kneel, crouch or crawl. The employee must, occasionally, lift and/or move up to 40 pounds.

Work Environment:

Work is generally performed in an office setting, with a moderate noise level. Extended hours and irregular shifts may be required. Tight time constraints and multiple demands are common. Travel will be required for training, meetings, conferences, presentations, and other events.