

Lac Courte Oreilles Ojibwe University
Position Description No. DFA31826



Position Title: Director of Financial Aid
Reports To: Dean of Students
FLSA Status: Exempt
Annual Contract: Full-time, 40 hours per week, 52 weeks per year
Salary Pay Range: \$60,000 - \$65,000 - Dependent on qualifications
Posting Date: March 18, 2026
Application Deadline: April 01, 2026, or until filled
Start Date: As soon as possible

General Position Summary:

The Director of Financial Aid oversees the administration and delivery of all students' financial aid programs while maintaining compliance with all federal, state, and University regulations, policies, and procedures. The Director of Financial Aid must work with co-workers, faculty, staff, students and their families, the Department of Education, state agencies, Tribal entities, and the community to provide efficient and accurate financial aid services.

Key Responsibilities:

- Coordinate and manage all financial aid programs, ensuring compliance with all federal, state, and institutional regulations, policies, and procedures
- Provide data and reports to reviewing bodies, such as auditors, program reviewers, Executive Council, Board of Regents, accrediting agencies, and other University personnel that need financial aid-related data
- Collaborate with the Business Office to ensure accurate and timely exchange of awarding/disbursement information in Colleague
- Provide monthly reconciliations with internal/external stakeholders
- Oversee Institutional compliance with Department of Education Title IV regulations
- Oversee Institutional compliance with the Department of Defense and Veteran Affairs. Provide financial aid support to military members and veterans, including becoming the VA School Certifying Official
- Develop and maintain relationships with veteran's service organizations, community groups, and others whose interest is in helping veterans and their families to enhance the educational experience for the student and their families
- Prepare the annual operating budget and monitor budget transactions for accuracy
- Participate in staff meetings, share information as appropriate, and promote the development of ideas for improved service and efficiency
- Facilitate financial aid committee meetings, ensuring that members follow procedural and regulatory guidelines
- Attend required training; access online webinar training and other materials to keep updated on job responsibilities and changing regulations
- Develop a competent, productive, and effective department by hiring, training, and supervising financial aid staff
- Counsel and advise students and parents regarding financial aid eligibility
- Contribute to the overall success of the Financial Aid Office by performing all other duties as assigned by the Dean of Students

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Minimum Qualifications:

- Bachelor's degree in Business or a related field plus 2-5 years experience working in a Financial Aid office at a post-secondary institution
- Basic understanding of accounting procedures
- Proficient in Microsoft Office products, particularly Excel

Preferred Qualifications:

- Master's degree in Business, Higher Education, or a related field, with 5 years of financial aid experience at a post-secondary institution
- Supervisory experience in financial aid management
- Proficiency in the use of software such as Colleague or another ERP system, NSLDS, and COD

Knowledge, Skills, and Abilities Required:

- Excellent communication skills, verbal and written
- Proficient in interpreting regulations and implementing policies as needed
- Experience working with Native American communities
- The ability to maintain confidentiality is vital to protect sensitive financial and personal data
- Strong organizational and leadership skills and detail-oriented
- Exceptional skill in managing and resolving conflict, and problem-solving skills
- Professional manner and strong ethical code
- Provide an outstanding customer experience

Work Environment:

- The work is almost entirely within an office building environment
- Travel as necessary to support the needs of the University
- Some evenings and weekends may be necessary

Reportability:

- Reports to the Dean of Students

Supervision:

- Financial Aid Counselor

Application Process:

Please submit either a hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at www.lco.edu/employment) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

Hand-delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date and emailed application packages must be received by 11:59 pm on the deadline date.

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Human Resources
Lac Courte Oreilles Ojibwe University
13466 W Trepania Road
Hayward, WI 54843
Phone: 715-634-4790
Fax: 715-634-5049
Email – hr@lco.edu

All materials submitted will become property of the University and will be retained for one (1) year from the application deadline.

Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

“The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.”