



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

Job Announcement

Position: Scholarship Manager

Location: White Earth

Pay: \$20.95/hr.

Benefits: Full

Open: 11-26-18

Close: 12-07-18

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for managing all aspects of the White Earth Scholarship Program in order to efficiently provide assistance to eligible students.

Position outcomes:

- Directs and oversees all aspects of the White Earth Scholarship Program to ensure the program objectives are met and scope of work completed.
- Oversees the maintenance of program files and student files to ensure compliance with departmental policies and procedures.
- Develops and manages the annual budget for the White Earth Scholarship Program in accordance with established policies and procedures to assure the effective and efficient use of financial resources.
- Manages the selection, training, development and performance of assigned staff to retain a motivated, highly-qualified workforce for the White Earth Scholarship Program.
- Evaluates program design to determine compliance and efficiency and refines program design as needed.
- Forms and maintains connections with community resources to maximize services to students.
- Provides Education Director with necessary resources to support the mission of the White Earth Education Department.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and the Education Department.
- Knowledge of demographics, culture, customs, lifestyles and geography of the White Earth Reservation.
- Knowledge of the principles and methods of federal and state finance aid process.
- Knowledge of principles and processes for providing personal services.
- Knowledgeable in computer software programs.
- Must possess strong clerical skills to be able to type effectively and efficiently designing forms and letters.
- Must have strong verbal skills in communicating either verbally or in writing.

Qualifications:

- Associate degree in Business Management, Education, or related field and two (2) years' experience in the financial aid process.
- Must have a valid MN Driver's License and proof of insurance for travel between sites.
- Must pass a criminal background check and drug screening.

Mail Applications to:

White Earth Tribal Council

Attention: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.