

*NOTICE*  
**NOTE TO PROSPECTIVE APPLICANTS**

*Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.*

*The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.*

*We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.*

*Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.*

*Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!*



**POSITION:**                    **FINANCIAL AID SPECIALIST I**  
Search #1104JUL  
Full-time, year-round position

**DEPARTMENT:**            **Office of Financial Aid & Scholarships**  
**Division of Student Affairs**

**DATE TO START:**        As soon as possible after closing date.

**STARTING SALARY:**    \$11.786/hour with benefits. Consideration of higher wage dependent upon education and experience.

**Montana State University Billings** is the third largest University in Montana and is located in Montana's largest city. The Senior campus, College of Technology and Downtown campus together are home to approximately 5,000 students. The University has six colleges, which offer a wide variety of degree programs to its students. Montana State University Billings employs approximately 500 employees, who together work hard to create an outstanding University.

**DESCRIPTION:** As a Financial Aid Specialist, the primary role is to provide students and parents with accurate, helpful information about the university community as well as the financial aid process and to provide all financial aid applicants with the greatest amount of funding possible by awarding waivers, scholarships, and other aid in such a way as to increase

our enrollment, diversity, retention, and satisfactions of recipients. This position will be working with all on-line students who are seeking financial aid.

An expectation is to share the university's commitment to continuous quality improvement. Supporting and engaging in the university's continuous quality improvement course of action is expected.

**REQUIRED QUALIFICATIONS:**

- High School diploma or equivalent with a combination of relevant education and experience;
- Excellent communication skills;
- Proven ability to work with a diverse population with sensitivity and patience and confidentiality;
- Fast accurate keyboarding and up to date computer knowledge and skills;
- Ability to prioritize and efficiently perform a variety of complex tasks with constant interruptions;
- Proven ability to work in a highly team oriented environment and show self motivation;

**PREFERRED QUALIFICATIONS:**

- Bachelors Degree Preferred;
- Priority will be given to those applicants with financial aid experience;
- Priority will be given to those applicants familiar with the SCT Banner system;

**REVIEW DATE:** Applications received by **August 11, 2010** will be given preference review; however, the position is open until filled.

**APPLY:** Submit **Letter of Application** addressing the above qualifications/skills, **Resume**, **MSU Billings Application Form**, a **List of Three Professional References** including names, addresses, and phone numbers, and the **Authorization for Background Check form** to:

Human Resources Office/EEO-AA Office  
Montana State University Billings  
1500 University Drive  
Billings, MT 59101-0298  
Phone: (406) 657-2278; FAX: (406) 657-2120  
<http://www.msubillings.edu> [employment@msubillings.edu](mailto:employment@msubillings.edu)

Criminal Background Investigation is required prior to Offer of Employment. (In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

In accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the **MSU Billings Crime Statistics of Specified Crimes** is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, McMullen Hall, Room 310.

**MONTANA STATE UNIVERSITY BILLINGS IS AN ADA/AA/EEO EMPLOYER.** Qualified women,

persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodation (406/657-2278/TTY).