



WHITE EARTH RESERVATION

CHAIR Michael Fairbanks SECRETARY-TREASURER Jacob McArthur
DISTRICT I Henry Fox DISTRICT II Alrick "Son" Accobee DISTRICT III Laura Erickson

Job Announcement

Position: Student Financial Services Manager

Location: Mahnomen

Pay: \$26.23/Hr.

Benefits: Full

Open: 07-13-26

Close: 07-24-26

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified candidate who is responsible for providing planning, implementing, budgeting, and managing all aspects of student finance including the White Earth Scholarship program, the White Earth Johnson O'Malley Program, and the White Earth Education Assistance funds to efficiently provide available financial assistance to eligible students

Position Outcomes:

- Direct and oversee all aspects of the White Earth Scholarship Program to ensure program objectives are met and score of work is completed.
- Oversee maintenance and completion of program and student files to ensure compliance with departmental policies and procedures and ensure program and student files are managed according to tribal and federal regulations.
- Develops and manages the annual budget for the White Earth Scholarship program in accordance with established policies and procedures to ensure the effective and efficient use of financial resources.
- Ensures compliance with purchasing and procurement procedures of the White Earth Reservation Business Committee regarding the allocation of program funds.
- Manages the selection, training, development, and performance review 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 and policies as needed.
- Forms and maintains connections with tribal and community resources to maximize services to students.

Knowledge, Skills and Abilities Required:

- Knowledge and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee.
- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- Basic understanding and knowledge of administrative and clerical procedures and systems.
- Skill to use office equipment including but not limited to personal computer, fax machine, laminating machine, binders, copy machine, printers.
- Proficient with Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Skills in assessing the needs of the individual and seeking ways to address those respective needs.

Qualifications Required:

- Bachelor's degree in accounting, business, education, or related field preferred or Associates degree in Accounting, business, education, or related field with (2) two years' experience in financial aid processes.
- At least (2) years of administrative duties in a related position/role.
- Valid driver's license and insurance for travel between sites and other business-related destinations.

Mail Applications to: White Earth Reservation Business Committee
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com