

COLLEGE OF MENOMINEE NATION

Position Description

JOB TITLE: Student Records & Billing Coordinator

REPORTS TO: Registrar

LOCATION: Keshena Campus

CLASSIFICATION: Regular Full Time

BENEFIT ELIGIBLE: Yes, Full Time Benefits

Position Summary: The student records and billing coordinator is responsible for managing all student records and billing services to the students of College of Menominee Nation. This position is responsible for generating and collecting student invoices, responding to students about records and billing information, encouraging and counseling students in the records and billing process, and managing records and bills of students.

Position Responsibilities & Duties:

- Researches, analyzes and compiles information for decision-making purposes of the Registrar
- Writes and prepares correspondence, reports, presentations and other documents on behalf of the Registrar
- Tracks and monitors the progress of issues through to their resolution and identifies points of intervention. Acts to problem solve and recommend solution.
- Provides information regarding policies, standard practices, procedures and collective agreements to identify and support resolution of issues
- Responds to inquiries and resolves issues, with students, staff, and members of the public
- Responds to clients in crisis or distress and provides appropriate information or resolves the issue
- Enter data and manage records in Empower Student Records and Student Billing modules;
- Manage accounts receivable including income received from students, and financial aid
- Assure that revenue is posted to the correct accounts
- Generate and process all A/R invoices and payments
- Reconcile all A/R accounts with the Business Office daily and the end of the fiscal year
- Process and dispense Financial Aid refunds to students

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- Enter book charges and other necessary charges to student accounts
- Provide excellent customer service to students through application and enrollment process;
- Assist with student graduation;
- Assist with maintenance of official academic files
- Coordinates activities and maintains a monthly and yearly timetable for the Registrar's Office
- Perform other duties as required/assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor degree required
- 6 months-2 years of similar or related experience.
- Experience interpreting policies and standard practices that deal with information that is sensitive or highly confidential

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APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at www.menominee.edu/Faculty_Staff.aspx?id=655)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

And online application is available at: www.menominee.edu/Faculty_Staff.aspx?id=655

Posting closes at 4:00 PM July 3, 2017

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**