

# NOTICE OF VACANCY



November 16, 2021

## **Financial Aid Specialist** **Financial Aid Office**

**SALARY:** \$28,000.00-\$34,000.00 (Contingent on experience)

**BENEFITS:** Excellent fringe package includes pension plans and life, health, dental and vision insurance.

**STARTING DATE:** Negotiable

### **RESPONSIBILITIES:**

The Financial Aid Specialist works within the Financial Aid Office to assist in maintaining the accuracy, integrity, privacy and security of all financial aid records. Additionally, the Financial Aid Specialist is responsible for applying financial aid policies and following procedures necessary for compliance with university, state, federal and regulatory organizations. The Financial Aid Specialist reports to the Director of Financial Aid and/or Associate Director. Basic math skills and knowledge of accounting principles and practices are necessary to package aid. The successful candidate will be a self-starter, able to work with minimal supervision, work on multiple long-term projects over time while proving to be accurate, timely, productive, and demonstrate initiative and follow-through. The ability to adapt and learn new electronic technology is essential. The Financial Aid Office is an integral team member of the Enrollment Management Division and must work well with all associated offices in recruiting and retaining students. A willingness to develop knowledge of the USAO mission, purpose, and goals and the role of the Financial Aid Specialist in achieving them is expected. This position may include occasional evening and weekend work.

### **ESSENTIAL JOB DUTIES & TASKS:**

1. Advise prospective and current students on the policies, procedures and types of aid available
2. Review and evaluate financial aid applications and documents for completeness and accuracy
3. Administer assigned financial aid programs (may include data entry, packaging, and awarding Title IV, State, and institutional funds)
4. Analyze, record, and report financial aid information appropriately and accurately
5. Maintain current knowledge of all developments in needs analysis and federal and state regulations
6. Accept other responsibilities as assigned

### **QUALIFICATIONS:**

Required:

- Bachelor's Degree by start date
- Ability to work in a fast-paced environment while maintaining good customer service and confidentiality
- Ability to work effectively in with diverse groups of people
- Ability to communicate well with others, both written and orally

Preferred:

- Experience in computerized operations (PowerFAIDS, Jenzabar, EDConnect, FAA Access, etc.)
- Knowledge of structure, practices and procedures of financial aid activities
- Higher education work experience

### **TO APPLY:**

Send a completed USAO application (available at <https://usao.edu/about/personnel.html>), letter of interest, detailed résumé, unofficial copies of college transcripts, and the contact information including e-mail addresses for three references, to [hr@usao.edu](mailto:hr@usao.edu). You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

Application review begins **November 30, 2021** and will continue until position is filled.

#### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.