

TITLE: Financial Aid Specialist
DEPARTMENT/DIVISION: Financial Assistance
REPORTS TO: Director of Enrollment Management
CLASSIFICATION: Professional
SALARY RANGE: \$43,888 - \$45,000

POSITION SUMMARY

The Financial Aid Specialist works under the direction of the Director of Enrollment Management. Responsibilities may include, but are not limited to, performing a variety of duties associated with the coordination, awarding, disbursement and returning of state, federal and institutional financial aid assistance programs.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handles confidential information with tact and discretion.
- Provides information to students regarding financial aid program requirements and procedures.
- Evaluates documented financial need.
- Accepts financial aid applications and related forms; reviews for completeness and accuracy; verifies information reported on student applications to determine eligibility for awards; screens applications; reviews student folders, transcripts, test scores, and processes aid.
- Demonstrates integrity and ethical behavior in working with financial aid related information.
- Interprets, applies and complies with federal, state and institutional regulations governing student financial aid; maintains current working knowledge of guidelines/regulations related to financial aid.
- Answers questions, inquiries or requests of students, parents, lenders, guarantee agencies or staff in person, in writing or by telephone regarding financial aid eligibility and awards.
- Inputs information, changes, corrections, or new awards into database.

- Maintains a close working relationship with Admissions, Enrollment Services (traditional and online), the Business Office, and other SSC departments.
- Participates in meetings and events as assigned, which may or may not include public speaking, recruiting, educational settings and/or information sessions.
- Provides exemplary customer service.
- At times may supervise one or more clerical and/or work-study staff.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Assists with training and the dissemination of financial aid applicable information.
- Provides updates regarding changes in regulations and organizational policies.
- Generates reports as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A minimum of a bachelor's degree in student personnel services, business or related field is required. Master's degree highly desirable. NASFAA Credential Certificates preferred. Prior experience in student financial aid, student personnel, or related area in a post-secondary institution preferred.
- Demonstrated experience in promoting higher education to high school and community college students.
- Knowledge and experience working with a diverse student population.
- Understanding of the policies and procedures pertaining to students.
- Skills and knowledge to fully operate in related school information software
- Proficiency in the use of computers and experience with Microsoft Office (Word, Excel, PowerPoint, etc.) are required.
- Strong organizational, time management, and excellent written communication skills.
- Hard-working, enthusiastic, dependable, self-motivating and willing to work additional hours to complete tasks when needed.
- Must be available to work flexible hours during peak times of the academic year.
- Must be able to communicate effectively with students, faculty, staff, and administrators and with the public in person or by telephone.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **August 20, 2024** are assured of receiving full consideration. Salary is \$43,888 to \$45,000, commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. The filling of this position is contingent on the budget.

To apply, please send letter of application, resumé, copies of all academic transcripts, and three current letters of recommendation to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

and/or

Email: hr@sscok.edu

SSC is an AA/EEO employer committed to multicultural diversity.

SSC participates in E-verify.

Posted August 6, 2024