



Office of Scholarships and Financial Aid

ASSOCIATE DIRECTOR Records Mgmt. & Loans, Fiscal Operations and Systems

Job Summary:

- Provide leadership, direction, and supervision to the Records Mgmt. & Loan Processing, Information Technology, and Fiscal Operations units within Scholarships and Financial Aid.
- Manage the Banner Financial Aid Module.
- Maintain a comprehensive working knowledge of all federal, state, and institutional sources of financial aid and the regulations that govern them.
- Serve as member of the Scholarships and Financial Aid Management Team which directs office activity in support of the vision and objectives of the Office. All other duties as assigned.
- Act as a representative of the Director as needed.

Qualifications:

Required:

- Bachelor's Degree.
- Five year's related financial aid experience.
- Knowledge of federal financial aid regulations and an understanding of the financial aid process.
- Knowledge of higher education computer systems and software applications.
- Five years' experience with IT systems in a higher education setting, including systems development and implementation.
- Technical understanding and demonstrated experience utilizing computer software such as SAS, SQL, Excel, or Access to extract statistical data.
- Knowledge of web design principles, including familiarity with web accessibility and usability norms and guidelines.
- Skills in system design, including creating technical specifications from functional requirements.
- Strong analytical, technical troubleshooting and debugging skills.
- Strong leadership, supervisory, staffing, and planning skills and a demonstrated ability to work well with all members of a higher education community in a collaborative manner.
- Demonstrated strong analytical and organizational skills.
- Ability to work independently with minimal supervision.
- Flexibility, initiative, and ingenuity as well as the ability to perform under pressure.
- Demonstrated ability to lead cross-functional teams.
- Experience in strategic planning, development, and management of technology projects.
- Ability to troubleshoot complex issues and develop solutions.

Preferred:

- Master's Degree.
- Five year's related financial aid experience.

Application Procedure:

- Qualified applicants please apply online at <http://hr.okstate.edu/employment-opportunities>
If assistance is needed, contact OSU Human Resources at (405) 744-7401.
- Attach Resume, Cover Letter, and a List of Professional References.
- Position open until filled.

Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity and all qualified applicants will receive consideration for employment and will not be discriminated against based on age, race, color, religion, sex, sexual orientation, genetic information, gender identity, national origin, disability, protected veteran status, or other protected category. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings. OSU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.