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.