



Office of Scholarships and Financial Aid

ASSISTANT DIRECTOR Records Management and Loan Processing

Job Summary:

- Coordinates and monitors the day to day operational flow of aid applications, loan processing documents, evaluation worksheets, student files, and incoming and outgoing system-generated correspondence. Also coordinates operational documents for the Office as well as office correspondence for units within the Office. Ensures that relevant data from various source documents is accurately and promptly entered into the appropriate databases.
- Monitors and actively participates in the loan certification processes in this capacity:
 - Serves as the reference for the Sr. Financial Aid Counselor II.
 - Assists in daily loan certification operations.
 - Assists with annual and aggregate eligibility.
 - Responds to student inquiries regarding loan status and loan eligibility.
- Supervises, indirectly supervises and trains staff consisting of 6 non-exempt staff members and up to 4 student employees.
- Manages and coordinates records maintenance.

Qualifications:

Required:

- Bachelor's Degree.
- Three year's related financial aid experience.
- This position requires accuracy, attention to detail, self-motivation, and a high degree of versatility.

Preferred:

- Master's Degree in Business Administration or Student Services.
- Ellucian Banner Module
- Knowledge of federal financial aid regulations and an understanding of the financial aid process.

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.

