



Office of Scholarships and Financial Aid

Financial Aid Counselor, Scholarships

Job Summary:

- Aid the Assistant Director for Scholarships in administering over \$50 Million annually in institutional and state scholarship programs.
- Monitor the status and accuracy of awarded scholarships by working various weekly system-generated reports and other ad hoc reports to check the status for award accuracy.
- Provide advice and assistance to students and parents regarding applying for financial assistance, including federal aid and institutional scholarships.
- Through in-person contact, phone and email communication, provide information to students regarding their aid application at OSU and assist students and parents in developing a plan of action for completing the application process.
- Provide guidance and information to students regarding maintaining and/or regaining eligibility for assistance.
- Use professional judgment in determining whether student has unusual circumstances that would affect scholarships and financial aid eligibility.
- Tasks as assigned.

Qualifications:

Required:

- Bachelor's Degree.
- Minimum of one year experience in a related setting.

Preferred:

- Master's Degree in Counseling, Student Development or Higher Education
- Experience working with students in a collegiate setting.
- Public speaking experience.
- Experience working in an online computer environment or with personal computer applications.
- Experience working with the financial aid process and a background in personal finance.
- Three years of experience related to financial aid counseling.

Application Procedure:

- Qualified applicants please apply online at <http://hr.okstate.edu/employment-opportunities>
- Contact Human Resources Staff for assistance at (405) 744-2909, email osu-hr@okstate.edu.
- 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.