



Office of Scholarships and Financial Aid

Assistant Director, Communications and Special Programs

Job Summary:

- Coordinates office communication efforts to prospective and continuing OSU students. Monitors federal Consumer Information regulations and OSU compliance. Develops information sheets and forms for student and parent use. Manages outreach efforts.
- Has primary responsibility for office web content. Works with Enrollment Management leadership to ensure website is consistent with overall OSU website strategies.
- Manages Community Service Federal Work-Study (FWS) program. Supervises one 50% time graduate assistant responsible for tutoring program. Monitors FWS regulations to ensure OSU compliance.
- Has primary responsibility for Title IV Satisfactory Academic Progress (SAP) process. Coordinates with office Systems staff. Coordinates appeals process with administrative assistant. Monitors OSU degree changes to determine appropriate changes to SAP policy.
- Time beyond normal office hours may be required in order to facilitate the processing of aid applications in a timely manner, visit with student and parent groups, and complete special projects on schedule.
- Personal finance is a highly-charged emotional issue and can result in confrontational situations when providing customer service.

Qualifications:

Required:

- Bachelor's Degree
- Field of Study: Communication or Marketing Preferred
- 3 years related experience at the discretion of the department.

Preferred:

- Master's Degree
- Field of Study: Communication, Student Personnel, Higher Education Administration or Marketing

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 a 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.