

Employment Announcement

Financial Aid Assistant

January 27th, 2023-February 10, 2023

JOB TITLE: Financial Aid Assistant

DEPARTMENT: Finance

SALARY COMPENSATION PACKAGE: \$35,906.00 - \$ 36,966.00 Annually

GRADE/STEP: Non-Exempt, 12 Month, C1-C3

WORK PERIOD: Monday-Friday, 8:00 am - 5:00 pm

JOB #: 23-24

CAMPUS: Franklin Road

BENEFITS: Full-Time Package

Mission, Vision, and Core Values: Commits to fully support Moore Norman's mission, vision, core values, and culture:

- **Mission:** Preparing for success, changing lives, building better tomorrows.
- **Vision:** Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.
- **Core Values:** Accountability; Data-Driven Decision-Making; Diversity & Inclusion; Empowerment; Excellence; Growth; Honesty, Integrity, & Transparency; Innovation; Respect
- **Culture:** The Moore Norman Way – *staying above the line*

Job Objective: This position requires knowledge of federal regulations, institutional policies and procedures, ability to deal with customers about sensitive issues in a confidential manner, and an ability to deal with continually changing software applications

QUALIFICATIONS

Education: High School diploma or equivalent

Credentials: None, MS Office Testing Required

Special Knowledge, Skill or Ability

- Perform administrative functions including but not limited to record maintenance, report filing, scheduling, telecommunications, basic accounting processes, & purchasing
- Excellent project coordination experience
- Extensive software skills including Internet research abilities
- Relies on experience and judgment to plan and accomplish goals
- Possess effective verbal and written interpersonal skill; problem-solving skill; organizational and personnel management skill and initiative required. Able to work well with all levels of internal management and staff, as well as students, outside clients, and vendors
- A wide degree of creativity and latitude is expected
- Maintain confidentiality of records and information
- Possess satisfactory personal conduct and integrity
- Reliable, dependable, and punctual attendance
- Proficient in MS Office & Excel at an intermediate level
- Performs accounting principles and procedures
- Operates basic office equipment
- Creates, composes, and edits written materials
- Provide accurate and timely information in a courteous manner to customers
- Ability to interpret rules, policies, and practices to assist customers
- Demonstrates a positive attitude toward students, staff, and the public
- Must be flexible and able to adjust work schedule when needed
- Ability to perform multiple tasks simultaneously

Experience: Minimum of four years of experience directly related to the duties and responsibilities specified. Financial Aid office experience preferred.

Please apply on-line at www.mntc.edu, applications may also be accepted in the Human Resources Department, located at 4701 12th Avenue NW, Norman, OK 73069, in Room A204. Please submit applications for the above referenced position between **January 27, 2023 through February 10, 2023 applicant.**

EQUAL OPPORTUNITY EMPLOYER

Moore Norman Technology Center does not discriminate on the basis of sex, pregnancy, race, disability, age, or any other federally and/or state protected discrimination classifications.

Visit www.mntc.edu/consumerinfo for details or email compliance.officer@mntc.edu.