August 7, 2012

FINANCIAL AID CLERK
(Customer Service, Work Study and Loan Coordinator)

SALARY: Depending upon qualifications and experience.

STARTING DATE: September 4, 2012

RESPONSIBILITIES: (1) Develop and maintain a working knowledge of federal, state and university financial aid program regulations and guidelines. (2) Maintain a working knowledge of financial aid packaging criteria and student eligibility requirements. (3) Greet and work directly with financial aid customers (current students, prospective students, parents, and university personnel) regarding financial aid opportunities. (4) Work with document imaging system and document tracking process. (5) Proactively seek to assist university students and prospects with aid applications and aid program eligibility requirements. (6) Be a problem solver. (7) Manage Federal work study and student loan records, requirements, default prevention and correspondence. (8) Work with electronic databases utilized in processing of aid applications. (9) Utilize the Powerfaids and US Department of Education software to process financial aid packages. (10) Prepare federal, state and university reports. (11) Occasionally perform other duties as requested.

QUALIFICATIONS: Bachelor's degree preferred or a minimum of two years experience in financial aid or professional office experience. Must possess strong computer skills and have experience in accounting and word processing programs. Must demonstrate ability to assume responsibilities and accurately perform assigned task. Courteous and professional attitude required. Successful candidate must also observe high standards of personal and professional integrity.

TO APPLY: Send completed USAO application, letter of application, resume, college transcripts, and three (3) letters of recommendation to Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5223. Application review begins August 28, 2012 and will continue until position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma, a member of COPLAC, is Oklahoma's only publicly supported four-year liberal arts college. A function of the institution is to provide an outstanding general education program with strong offerings in the liberal arts and sciences. The program features interdisciplinary team teaching and extends throughout the student's entire undergraduate experience. Operating on a flexible trimester system which permits the opportunity for accelerated studies, USAO offers a limited number of career, professional and specialized degree programs which are especially strengthened when combined with an interdisciplinary, liberal arts foundation. The University is located in central Oklahoma, 35 miles southwest of Oklahoma City, in a community of 16,000.