

Position Flyer (Staff or Student)



Posting Information

Position Title Financial Aid Counselor

Position Number 999366

Job Effective Date

Organization Name Stdnt Financial Aid - 010162

College Information

Job Description/Responsibilities

Processes student aid information, needs analysis, packaging, verifications, loan processing, and completion of required reports. Provides person to person and telephone guidance to parents, students, and prospective students in their pursuit of financial assistance. Reports to the Director of Student Financial Aid.

The duties listed in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Shares in the professional review of over 15,000 financial aid applications relative to state, federal assistance, as well as local and national scholarships, in terms of determining eligibility for aid programs.

Assist students, faculty and staff on walk-in basis, providing such assistance as application completion, review of academic progress, overaward resolutions, financial aid holds, and withdrawal recalculations of eligibility, loan counseling, and student eligibility determinations.

Department Specific Duties & Responsibilities

Review and reconcile daily/weekly financial aid reports to insure compliance of federal guidelines.

Work directly with the Data Entry & Loan Processors in validating aid applications or resolving loan issues.

Respond to student and parent inquiries regarding technical financial aid information.

Participate and/or Coordinate Financial Aid Seminars.

Act as backup for other Financial Aid Counselors, as needed.

Conduct need analysis tests to determine the eligibility and financial need of the student.

Work with external agencies providing information concerning eligibility.

Performs other duties as assigned.

Required: Bachelor's degree.

Qualifications	Preferred: Three years of responsible financial aid processing experience. Consideration will be given if candidate possesses less than 3 years experience, but is currently functioning in a similar position.
Job Type	Full-Time
Hours of Work	8:00 am - 5:00 pm (Summer hours may vary)
Regular Workdays	Monday - Friday
Recommended Salary	\$34,798 annually
Job Close Date	

For Further Details or to Apply, visit our website at:

<http://jobs.uco.edu>

For Technical Assistance, please email the Human Resources department at jobs@uco.edu.

All applicants must be eligible to work in the United States.

The University of Central Oklahoma is committed to diversifying its faculty and staff.

Members of underrepresented groups are encouraged to apply.

An Equal Opportunity/Affirmative Action Employer.

ALL FINALISTS FOR UNIVERSITY OF CENTRAL OKLAHOMA POSITIONS ARE SUBJECT TO CRIMINAL BACKGROUND CHECKS.