



Metro Technology Centers
Preparing for Life

Vacancy Notice

Job Title: Financial Aid Officer
Finance

Salary Structure: \$45,000 annually (*plus benefits*)
Exempt, Professional/ Support, Grade 4

General Job Description

Metro Technology Centers is accepting applications for a **Financial Aid Officer** who will be responsible for providing financial aid advice to parents and students. Also responsible for assisting the Financial Aid Director in coordinating the financial aid activities for the District and in developing and maintaining all record and report systems relative to financial aid activities.

Special Requirements

- Bachelor's Degree preferred.
- Three (3) years work experience in financial aid counseling with knowledge of online loan processing, Return to Title IV processing and Federal Pell Grant processing.
- Two (2) years of work experience in a coordinator or supervisor role.

Minimum qualifications are identified on the job description, available upon request in the Human Resources Department.

Applications will be accepted online at www.metrotech.edu/jobline on in the Human Resources Department at 1900 Springlake Drive, Oklahoma City, OK 73111-5217 through **Thursday, November 21, 2013**. (405) 424-8324. Fax: (405) 424-6411 AA/EOE. M/F/D/V.

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