

Employment Announcement

Financial Aid Coordinator

November 4, 2016 – November 18, 2016

JOB TITLE: Financial Aid Coordinator
DEPARTMENT: Information and Enrollment Services
CAMPUS: Franklin Road
JOB #: 17-9
SALARY: \$52,122.00 - \$53,422.00
GRADE/STEP: BB, Steps 1-3
WORK PERIOD: 12-month - Monday-Friday, 8:00 a.m.-5:00 p.m.
BENEFITS: Full-Time

Mission, Vision, and Core Values: Supports Moore Norman's mission, vision and core values through establishing strong partnerships within departments and working as a team to ensure the quality of the education, training and services provided. Builds **relationships** by creating a collaborative environment with students, clients, and staff in order to meet their current and future needs; demonstrates **integrity** by operating in an ethical and respectful manner by using district resources appropriately and giving your best effort in everything daily; and exhibits **excellence** through innovative ways to improve the quality of education and services, the organization and its processes.

Job Objective: Has responsibility for a fully functioning and successful financial aid program. Under general supervision, performs skilled level duties to administer the Title IV funding programs and state funds using applicable laws and regulations. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution. The incumbent in this position must be able to effectively manage financial data on each individual applicant while assisting the student through the financial aid process, as well as keep the school within federal requirements for eligibility to participate on federal and state programs. The incumbent will also administer and certify all Veterans Benefits.

Education: Bachelor's Degree

Special Knowledge, Skill, or Ability:

- Must be knowledgeable in state and federal financial aid sources, guidelines and procedures
- Must be familiar with and have a working knowledge of computer software for financial aid administration including but not limited to EDEXPRESS, EDCONNECT, FISAP, IFAP and NSLDS reporting. Must be able to communicate effectively with persons of diverse backgrounds and abilities
- Be customer/student focused
- Effectively deliver constructive corrective counseling and discipline leading to the resolution of complaints or grievances
- Problem solving skills
- Multi-task oriented
- Excellent oral and written communication skills
- Satisfactory personal conduct and integrity
- Ability to work well with others
- Reliable, dependable, and punctual attendance

Experience: Minimum of three years of financial aid counselor experience, including packaging, verification, awarding, R2T4 and reporting processes.

Applications will 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 beginning 3:30 p.m. November 4, 2016 through November 18, 2016 at 3:30 p.m. For your convenience you may also apply on-line at www.mntc.edu, or fax your application to 405-217-8271.

EQUAL OPPORTUNITY EMPLOYER

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's non-discrimination policy: MNTC's Human Resources Director (for employees) and the Educational Services Director (for students). Inquiries concerning application of this policy may be made by calling 405.364.5763 or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069.