



Office of Scholarships and Financial Aid

ASSOCIATE DIRECTOR Client Services

Job Summary:

- Manage the Client Services area of OSFA.
- Ensure that the Client Services area's contributions to the mission, objectives and goals of the Office of Scholarships Financial Aid (OSFA) are attained. Coordinate effective and efficient programmatic-aid delivery to students at Oklahoma State University.
- Serve as OSFA liaison to ensure a cohesive, coordinated unit which provides quality service to students, parents, university, and off-campus constituents.
- Act as a representative of the Director as needed.

Qualifications:

Required:

- Bachelor's Degree.
- Five year's related financial aid experience.
- Extensive student interaction in resolution of problems and concerns.
- Managerial and supervisory experience within a relatively large financial aid office.
- Prior experience as Director, Associate Director, Assistant Director or Financial Aid Counselor.
- Familiarity with state and federal regulations.

Preferred:

- Master's Degree.
- Five year's related financial aid experience.

Application Procedure:

- Qualified applicants please apply online <http://hr.okstate.edu/employment-opportunities>
If assistance is needed, contact OSU Human Resources at (405) 744-7401.
- Attach Resume, Cover Letter, and a List of Professional References.
- Position open until filled.

Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity and all qualified applicants will receive consideration for employment and will not be discriminated against based on age, race, color, religion, sex, sexual orientation, genetic information, gender identity, national origin, disability, protected veteran status, or other protected category. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings. OSU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.