

Oklahoma State University  
Financial Planning Counselor

Position Details

Req ID:	req3329
Position Title:	Financial Planning Counselor
Position Type:	Staff Full-Time
Position Number:	AS9778
OSU Campus:	Stillwater
Department:	ENROLLMENT MANAGEMENT & MARKETING
Location Address:	Stillwater, Oklahoma United States
Hiring Supervisor:	Missy Wikle
Hiring Range: (Contingent upon available funding):	14.32 - 19.38, Hourly
Work Schedule:	M-F 8-5, with some evening and weekend hours
Faculty Appt Period:	
Job Summary:	Financial Planning Counselors provide individualized financial strategies and referral recommendations for students at risk for attrition due to financial reasons. These specialists understand student struggles, the campus resources for addressing them, and the collaborative efforts required to work as a campus wide team. Understand student need/financial burden to leverage financial resources and opportunities in EM and across campus. Work directly with Scholarships and Financial Aid to address immediate monetary needs of first year students via intervention activities, education, and financial counseling. Counsel students and families regarding missed opportunities for financial aid, loans, scholarships, work study, part time jobs, etc. Must use professional judgment in determining student circumstances that warrant intervention and assistance. Support OSU's recruitment and retention mission through presentation of information and

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	student communications.
Special Instructions to Applicants	Please submit cover letter and resume with application. Four positions will be filled from this posting.
Education & Experience	
Position Qualifications:	<p><u>Minimum Qualifications:</u></p> <p>Bachelor's Degree</p> <p>Experience serving/working with students/families with financial issues</p> <p>Proficient in Microsoft Office and database applications. Strong interpersonal, communication, and problem solving skills. Knowledge of financial aid structure at campus, state and federal levels.</p> <p><u>Preferred Qualifications:</u></p> <p>Master's Degree</p> <p>Experience in student development, advising, coaching, financial aid and/or related areas. Experience in OSU's student management and financial database systems, Career Services Hire System, and federal databases.</p> <p>Proficient in Microsoft Office and database applications. Strong interpersonal, communication, and problem solving skills. Knowledge of financial aid structure at campus, state and federal levels.</p>

*Oklahoma State University (OSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, OSU conducts pre-employment background checks on final candidates. Offers of employment are contingent upon the successful completion of a background check. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.*