

MURRAY STATE COLLEGE
Tishomingo - Ardmore

Job Description

Financial Aid Advisor
MSC – Tishomingo Campus

General Description/Primary Purpose:

Assist prospective and enrolled students applying for and receiving federal, state, and institutional financial aid as well as third party scholarships. Financial aid services will also include assisting students transferring to and from MSC. This position will primarily office in Murray State College offices at the Tishomingo Campus.

Classification: Full-Time, Professional

Salary: Commensurate with qualifications and experience.

Appointment: 12 Month Appointment – renewable annually.

Description of Duties and Tasks:

Essential Job Functions:

1. Assist current and potential MSC students with financial aid advisement.
2. Assist with New Student Orientation and first year experience activities for MSC students.
3. Be familiar with and apply pertinent laws, rules, and regulations to awarding and disbursing student financial aid.
4. Advise students regarding the withdrawal process and assist the financial aid director with calculations of Return to Title IV.
5. Provide students with guidance regarding entrance and exit loan counseling.
6. Assist students with financial literacy counseling, resolving delinquency, and avoid defaulting on student loans.
7. Receive financial aid documents and handle routine financial aid inquiries.
8. Verify accuracy and completion of financial aid applications as well as determine student eligibility for state and federal financial aid programs.
9. Assist in updating policies and procedures.

10. Maintain confidentiality of student and college information according to FERPA and institutional policy.
11. Maintain institutional goals and activities related to awarding and disbursing financial aid.
12. Troubleshooting, analytical, and problem-solving abilities necessary to meet daily challenges and responsibilities.
13. Maintain a positive working environment with supervisors, staff, faculty and students.
14. Exhibit pro-active attitudes and actions.
15. Work effectively in a culturally diverse workplace and serve students from a variety of racial and cultural backgrounds.
16. Support MSC activities and events.
17. Attend conferences and workshops as necessary.
18. Maintain office hours to coincide with the demand of student traffic during enrollment and other peak periods.
19. Assist Director of Financial Aid with special projects and activities.
20. Report to the Director of Financial Aid.
21. Perform other duties and responsibilities as assigned.

General Job Functions:

1. Serve on various institutional standing committees.
2. Assist individuals having business with the office in a tactful, courteous, and professional manner.
3. Answer telephones, handle questions and inquiries, and provide backup to other staff members as needed.
4. Participate in community service activities and programs.
5. Cooperate with other personnel to ensure a continuity of services, purpose and activities to the student population.

Required Knowledge, Skills, and Abilities:

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the essential job functions can be performed, with or without reasonable accommodation, by using some other combination of skills and abilities.

1. Demonstrate ability to set priorities and organize, plan, and complete assignments accurately and in a timely manner.
2. Ability to provide leadership (including decision-making and problem-solving skills).
3. Demonstrate an appreciation for the comprehensive, two-year college philosophy, and recognize that we are here to serve students.
4. Demonstrate initiative and concern for work quality.
5. Demonstrate a positive mental attitude.
6. Demonstrate computer skills beyond basic operation and word processing.
7. Demonstrate exemplary oral and written communication skills.
8. Demonstrate spelling and proofreading skills.
9. Demonstrate experience, and/or willingness, in working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
10. Develop and maintain an attitude of service toward students, coworkers, and others.
11. Establish and maintain a rapport with MSC faculty, administration, and professional and classified staff members, and with public school counselors and business and industry human resources personnel.
12. Ability to review, understand and apply rules, regulations, directions, and procedures dealing with admissions, enrollment, and assessments as stated by MSC and the Oklahoma State Regents for Higher Education.
13. Ability to train and supervise others effectively.
14. Ability to learn and perform all essential job functions accurately with minimal direction.
15. Upon employment the successful candidate must complete and maintain mandatory NIMS (National Incident Management System) training modules, IS-100 HE and IS-700a, through the Department of Homeland Security as directed by the MSC administrative staff and campus police.

Other Ergonomic Requirements:

In performing job functions related to assigned duties, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Generally, this position requires the person to be on campus from the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. There will be occasions when responsibilities require work beyond these hours.

Image:

Murray State College employees are expected to dress professionally and maintain a neat, well-groomed image at all times.

Qualifications Standards:

1. Education: Bachelor's degree required in education or applicable field of study (i.e., counseling, guidance, student personnel services, or related area).
2. Experience: Experience working in programs related to financial aid, student services, or teaching in higher education.
3. Two years' experience working in the collegiate environment preferred.
4. Licenses: Valid Oklahoma Driver License
5. Background Check: The successful candidate must give permission to have a formal background check conducted prior to employment for this position.

Application Process:

Applicants must submit the following items:

1. Letter of application.
2. Résumé (list three employment references).
3. Unofficial college transcript(s), if applicable. (NOTE: Official college transcript(s) required upon employment.)
4. Murray State College employment application.

Mail or deliver application items to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 118
Tishomingo, Oklahoma 73460

Telephone Number: 580-371-7150

Application Deadline: Position will close when an acceptable candidate is identified.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.
