



## Employment Announcement

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### Financial Aid Coordinator

**September 21, 2018 – October 5, 2018**

**JOB TITLE:** Financial Aid Coordinator

**DEPARTMENT:** Information and Enrollment

**JOB #:** 19-22

**WORK PERIOD:** Monday through Friday, 8:00 a.m. through 5:00 p.m.

**BENEFITS:** Full-Time

**GRADE:** 12 Month Non-Bargaining, N 1-3

**CAMPUS:** Franklin Road

**SALARY:** \$52,700.00 through \$53,890.00

**Mission, Vision, and Core Values:** Supports Moore Norman's mission, vision and core values through providing and maintaining a safe, serviceable, and clean environment in which students, parents, clients, teachers, community members, and staff can learn and work on a daily basis. Builds **relationships** through friendly and honest communication; 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 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.

### QUALIFICATIONS

**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 12<sup>th</sup> Avenue NW, Norman, OK 73069, in Room A204. Please submit applications for the above referenced position between 3:30 p.m. September 21<sup>st</sup>, 2018 and 3:30 p.m. October 5<sup>th</sup>, 2018. For your convenience, you may also apply on-line at [www.mntc.edu](http://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 405.801.5000 or by visiting the Franklin Road Campus at 4701 12<sup>th</sup> Avenue NW, Norman, Oklahoma 73069