**NOTICE OF VACANCY**

October 4, 2021

**Director of Financial Aid**

**Financial Aid Office**

**SALARY:** $60,000.00 - $65,000.00 (Contingent on experience)

**BENEFITS:** Excellent fringe package includes pension plans and life, health, dental and vision insurance.

**STARTING DATE:** Negotiable

**RESPONSIBILITIES:**

The Director of Financial Aid administers over $10 million in federal, state, institutional, and privately endowed financial aid. This position reports directly to the Vice President for Student Success and Human Resources. The Director is responsible for the overall supervision and management of the Financial Aid Office. Responsibilities include overseeing financial aid policies and procedures necessary for compliance with university, state, federal and regulatory organizations, maintaining confidentiality of financial aid data, and ensuring quality customer service to students and their families. The successful candidate must be a self-starter, able to work with minimal supervision, work on multiple long-term projects over time while proving to be accurate, timely, productive, and demonstrate initiative and follow-through. The ability to adapt and learn new electronic technology is essential. The Financial Aid Office is an integral team member of the Student Success Division and must work well with all associated offices in recruiting and retaining students. A willingness to develop knowledge of the USAO mission, purpose, and goals and the role of the Financial Aid Director in achieving them is expected.

**ESSENTIAL JOB DUTIES & TASKS:**

1. Oversee all student financial aid programs including state, federal, institutional, and private sources and maintain accuracy, integrity, privacy, and security of all financial aid records.
2. Develop financial aid packaging guidelines according to the institution’s goals and federal regulations.
3. Develop, update, and implement policies and procedures.
4. Hire, train, and supervise financial aid staff.
5. Oversee the coordination and completion of reports for federal and state agencies, annual audits, and/or program reviews.
6. Oversee the budgeting, awarding, and distribution of institutional and federal funds.
7. Represent the Financial Aid Office on various committees as assigned and be involved in outreach and presentations.
8. Analyze, record, and report financial aid information appropriately and accurately.
9. Oversees the student financial aid compliance portion of the annual audit.
10. Attend conferences, workshops and training on behalf of the institution.
11. Work in collaboration with all campus departments to provide quality service to the students.
12. Serve as liaison on financial aid policy matters to other University offices.
13. Partner with Admissions to award Institutional Merit Scholarships to students.
14. Advise the Vice President of Student Success and Human Services regarding trends and developments in Financial Aid.
15. Maintain current knowledge of all developments in needs analysis and federal and state regulations.
16. Accept other responsibilities as assigned. Will include some weekend and evening events.

**QUALIFICATIONS:**

* Bachelor’s Degree
* Experience in student financial aid administration at the collegiate level.
* Extensive knowledge of student aid program regulations.
* High level of accuracy, organizational skills, and refined analytical and problem-solving skills.
* Ability to multi-task and prioritize in a fast-paced environment while maintaining excellent interpersonal skills, customer service and confidentiality.
* Extensive working knowledge of computer applications as it applies to financial aid administration.
* Budget management experience.
* Experience in working effectively in a diverse workplace and/or serving clientele from a variety of backgrounds.
* Ability to communicate well with others, both written and orally.

**TO APPLY:**

Send a completed USAO application (available at **https://usao.edu/about/personnel.html**), letter of interest, detailed résumé, unofficial copies of college transcripts, and the contact information including e-mail addresses for three references, to **hr@usao.edu**. You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

Application review begins **October 20, 2021** and will continue until position is filled.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

University of Science and Arts of Oklahoma – 1727 West Alabama, Chickasha, OK 73018

Phone: 405-574-1225 Fax: 405-574-1220