**Financial Aid Advisor**

**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents: 1) A resume/CV; and 2) A cover letter indicating how your qualifications and experience have prepared you for this position. You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process. For additional information please contact: Laura Shimabuku at Laura.Shimabuku@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Starting salary within the salary range will be commensurate with skills, education, and experience. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

**Position Details**

**Position Information**

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| **Department** | Financial Aid (XEM) |
| **Position Title** | Consultant-FIN Aid Advisor |
| **Job Title** | Financial Aid Advisor |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | Salary is commensurate with education and experience. |
| **Position Summary** | The Office of Financial Aid is seeking a Financial Aid Advisor. This is a full-time (1.0 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Director.  The Financial Aid Advisor is a member of an advising team with primary responsibility to contribute to the administration of Federal Title IV, State, and Institutional financial aid programs and to counsel student and families regarding the financial aid process.  Manages a student case load for determining aid eligibility. Participates in recruitment initiatives and outreach programs. Assist with program management as needed with the supervisory staff. |
| **Position Duties** | 45% PROCESSING FINANCIAL AID APPLICATIONS (FAFSA) Responsible for all activities related to processing financial aid files: Knowledge of and ability to work with computer supported system for completing FAFSA applications requirements on-line. Contributes to development of needs analysis policies and procedures in compliance with regulations determines financial need within Federal congressional methodology formula. Determines appropriate family income adjustments within federal “needs analysis” guidelines and verification requirements. Determines appropriate student budget adjustments invokes professional judgment to determine financial need for special and/or extenuating circumstances, determines eligibility for and type of Federal, State and institutional financial aid programs.  Reconciles FAFSA applications for Federal reject codes, holds and/or unofficial results. Reviews Satisfactory Academic progress to evaluate a student’s eligibility for continued aid assistance within Federal financial aid program guidelines processes university student withdrawals.  30% COUNSELING Counsels students and families in understanding the financial aid process and the various types of aid programs, and in preparing the Free Application for Federal Student Aid (FAFSA). Works with university services in referring students with health and/or emotional problems. Counsels students with academic difficulties related to meeting Federally required Satisfactory Academic Progress requirements as a financial aid recipient. Advise students, family, university personnel, community groups and agency personnel who inquire about financial aid programs and aid opportunities.  20% Program Management Program assignments at the discretion of the Associate and/or Director. Manages Federal or State aid programs including but not limited to: Pell Grant, Federal Work Study, Oregon Opportunity Grant, Federal Loan Programs and Return to Title IV. Monitors programs for compliance with Federal, State and Institutional regulations, policies and procedures.  5% OTHER RESPONSIBILITIES Demonstrate ability to interpret and enforce compliance with institutional, state and federal regulations. Assists Director with various reports, special assignments, and other duties as assigned. Works evenings and weekends as needed. Makes decisions to a specific course of action including financial aid program expenditures. |
| **Minimum/Required Qualifications** | Bachelor’s degree in field of choice.  A minimum of one year of experience working in Higher Education.  Strong written and oral communication skills.  Ability to work with and counsel diverse students, parents and the community.  Commitment to exceptional customer service.  A demonstrable commitment to promoting and enhancing diversity.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. |
| **Preferred (Special) Qualifications** | Fluent in a second language, preferably Spanish.  Previous experience as a financial aid advisor or working in a Financial Aid office  Banner Experience  Current working knowledge of Title IV financial aid programs and regulations  SQL, PL/SQL, HTML,JAVA programming experience |
| **Working Conditions / Work Schedule** | Works evenings and weekends as needed. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | Yes |

**Posting Detail Information**

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| **Posting Number** | P01922UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 04/16/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 02/16/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 03/09/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A resume/CV; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact: Laura Shimabuku at Laura.Shimabuku@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  Starting salary within the salary range will be commensurate with skills, education, and experience.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Professional References