**Financial Aid Advisor**

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

**To ensure full consideration, applications must be received by April 21, 2023. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice 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: Kirk Lind at Kirk.Lind@oregonstate.edu

OSU is committed to the health of our local and global community. All employees and students are required to comply with the university’s COVID-19 Vaccination Program. Please visit [**https://covid.oregonstate.edu/**](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovid.oregonstate.edu%2F&data=04%7C01%7CRobbin.Sim%40oregonstate.edu%7C5eb94647a89049c6aaf708d973d8e37a%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C637668197621171558%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PqQF1mlDKImZhvUYXY6tWORiX8rFAcFQQeIiwvwgKn4%3D&reserved=0) for additional information about OSU’s plans for safety and success, as well as options for compliance with the vaccination program.

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.

OSU will conduct a review of the National Sex Offender Public website prior to hire.  
  
· Starting salary within the salary range is $46,000-$48,000 and will 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 University Standard 05-010 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** | N/A |
| **Pay Method** | Salary |
| **Pay Period** | 1st through the last day of the month |
| **Pay Date** | Last working day of the month |
| **Recommended Full-Time Salary Range** | $33,660-$57,096 |
| **Position Summary** | **The Office of Financial Aid is seeking 4 Financial Aid Advisors. This is a full-time (1.00 FTE), 12-month, professional faculty position**.   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.  **Summary of Benefits**: [**https://hr.oregonstate.edu/benefits/prospective-employee**](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhr.oregonstate.edu%2Fbenefits%2Fprospective-employee&data=05%7C01%7CRobbin.Sim%40oregonstate.edu%7Cd7fd6c7095544a7b5cf308dac68e73e6%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C638040612370054710%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=km94HRc7bIcHK6zP7eueAaoTq%2BBsvPzUk3Tg9BzLzd4%3D&reserved=0)  To calculate our **Total Rewards Package** use this link: [**https://hr.oregonstate.edu/benefits/new-employees/benefits-calculator**](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhr.oregonstate.edu%2Fbenefits%2Fnew-employees%2Fbenefits-calculator&data=05%7C01%7CRobbin.Sim%40oregonstate.edu%7Cd7fd6c7095544a7b5cf308dac68e73e6%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C638040612370054710%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=rkxe6HCbubwici3iSAmP8xgJA8zefQnG%2B%2FSXTd8HUas%3D&reserved=0) |
| **Position Duties** | **55% PROCESSING FINANCIAL AID APPLICATIONS (FAFSA) AND PROGRAM MANAGEMENT** Responsible for activities related to processing financial aid files. This work includes:   * Determining eligibility for Federal, State and institutional financial aid programs. * Ensure accuracy and compliance when awarding and adjusting student financial aid on individual student files. * Professional judgment to interpret regulations, policies and procedures and how they apply to financial need, budgets, or other items to determine needed changes appropriate to individual student aid packages. * FAFSA application processing and reconciliation for verification, Federal reject codes, holds and/or unofficial results consistent with current financial aid regulations. * Review individual student appeals to determine possible reinstatement of financial aid eligibility when student is out of Satisfactory Academic Progress Policy compliance. * Working with computer supported systems for completing FAFSA applications/verification/requirements on-line. * Contributing to writing policies and procedures to keep OSU operations compliant with Federal and State regulations.   Program management responsibilities may be assigned at the discretion of the Associate and/or Director. Programs including but not limited to: Pell Grant, Federal Loan Programs and Return to Title IV. This role monitors programs for compliance with Federal, State and Institutional regulations, policies and procedures.  **40% COUNSELING AND CUSTOMER SERVICE**   * Counsels students and families in understanding the financial aid process, funding options, costs and completing the FAFSA. * Interprets complex financial aid requirements and regulations and communicates how those apply to individual student circumstances. * Works with university services and other departments to assist students who need additional resources. * Advises students, families, university personnel, community groups and agency personnel who inquire about financial aid programs and aid opportunities.   Customer service is an important part of this position. Service is provided in person (one-on-one counseling and front desk), by phone (advisors answer questions during phone counseling appointments and have phone shifts to answer general questions), electronically (via Zoom, Microsoft Teams, or other digital meeting applications), and in email communications. This is a fast-paced, multi-tasking environment that requires strong interpersonal skills and exceptional attention to detail.  **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.   *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 University Standard: 05-010 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 * A demonstrable commitment to promoting and enhancing diversity |
| **Working Conditions / Work Schedule** | Works evenings and weekends as needed.  Remote/Hybrid working arrangement may be possible as agreed on by the employee and supervisor. |
| **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** | P06655UF |
| **Number of Vacancies** | 4 |
| **Anticipated Appointment Begin Date** | 05/15/2023 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/30/2023 |
| **Full Consideration Date** | 04/21/2023 |
| **Closing Date** | 05/05/2023 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | **To ensure full consideration, applications must be received by April 21, 2023. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice 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: Kirk Lind at Kirk.Lind@oregonstate.edu  OSU is committed to the health of our local and global community. All employees and students are required to comply with the university’s COVID-19 Vaccination Program. Please visit [**https://covid.oregonstate.edu/**](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovid.oregonstate.edu%2F&data=04%7C01%7CRobbin.Sim%40oregonstate.edu%7C5eb94647a89049c6aaf708d973d8e37a%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C637668197621171558%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PqQF1mlDKImZhvUYXY6tWORiX8rFAcFQQeIiwvwgKn4%3D&reserved=0) for additional information about OSU’s plans for safety and success, as well as options for compliance with the vaccination program.  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.  OSU will conduct a review of the National Sex Offender Public website prior to hire.  · Starting salary within the salary range is $46,000-$48,000 and will 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 University Standard 05-010 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