



Scholarship Officer/Financial Aid Counselor

Department: Financial Aid Office

Recruitment #: S1765

Closing Date: Review of completed applications begins immediately. Position is open until filled.

This is a full-time, 12-month, annually renewable, unclassified position in the Financial Aid Office at Western Oregon University (WOU) in Monmouth. The Financial Aid Office (FAO) provides monetary assistance to students who can benefit from further education but would not be able to attend without such aid. The FAO serves as custodian of federal, state, institutional, and private funds thereby insuring that students receive all funds for which they are legally entitled.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university
- Experience working with current scholarship trends and scholarship awarding practices
- Experience with budgeting and knowledge of accounting principles
- Proficiency in word processing and spreadsheet software and a comfort level in using technology tools (software and hardware) as a core part of the position
- Ability to efficiently organize, make decisions, prioritize multiple tasks, meet deadlines, work independently and as a team player within a highly computerized environment with frequent daily interruptions
- Excellent analytical skills, as well as strong verbal, written, and presentation skills
- Ability to give advice and/or problem solve, work comfortably with individuals who may be frustrated or hostile, and demonstrate success in working with diverse populations and with those persons with diverse points of view
- Must not be in default on any student loans

Preferred Qualifications:

- Bachelor's degree in a technical field (Accounting, Information Technology, Project Management, etc) or related
- Professional experience working in a university financial aid environment
- Previous experience working with underrepresented student populations
- Prior experience working with Banner SIS or PowerFAIDS (College Board Program)
- Bilingual competency
- Knowledge of fundraising practices, stewardship activities, and/or donor gift agreements

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES

Scholarship Officer Duties

- Responsible for the coordination of the scholarship and award programs at WOU
- Perform periodic reconciliation of all institutional scholarship and remission funds awarded with amounts actually disbursed; work with WOU Business Office to ensure PowerFAIDS/AcademicWorks/Banner records are all accurate
- Evaluate student remission files to ensure that their total remissions received do not exceed actual tuition and mandatory fees paid
- Review/update scholarship policies and procedures annually

- Work with University Computing Services to maintain online scholarship management system (AcademicWorks)
- Steer scholarship selection committees for determining financial aid recipients
- Communicate with faculty regarding departmental scholarships and serve as a resource for scholarship management system training and support
- Work with Strategic Communications & Marketing for scholarship publicity
- Serve as institutional liaison/administrator of large, private-donor scholarships
- Coordinate annual meetings with various University budget authorities to determine the allocation of remission funds for institutional scholarship programs
- Plan, schedule, and execute scholarship information presentations to current and prospective students and their families; participate in outreach events planned by WOU Admissions
- Create and maintain a library of E-mails and letters to communicate with applicants and awardees
- Meet with scholarship recipients regarding scholarship-related concerns
- Maintain good communication with the WOU Foundation and maintain solid working knowledge of gift agreements and scholarship criteria
- Establish and maintain partnerships with staff and faculty members across campus

Financial Aid Counselor Duties

- Review financial aid applications and files in depth
- Package financial aid files according to institutional policies
- Coordinate outside resources with financial aid packages
- Perform revisions of financial aid packages per student requests
- Analyze files, using professional judgment to make decisions
- Provide electronically-recorded written documentation of students' appointments in their files
- Occasional retrieval of student files and re-filing

WORKING CONDITIONS

- Occasional evening or weekend work hours required.
- This position works with confidential and sensitive material and must be cognizant of the FERPA, HEA and Privacy Act regulations releasing any information in a student's file or the possibility of a conflict of interest when working with files of friends or relatives.

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Copy of unofficial transcript for highest degree earned

As an alternative, you may submit application materials to:

S1765, Scholarship Officer/Financial Aid Counselor, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer
committed to increasing the diversity of its workforce.**