



Assistant Director of Financial Aid Systems

Department: Financial Aid
Recruitment #: S1914
Application Deadline: Review begins immediately. Position open until filled.
Salary Range: \$55,600 - \$65,400
Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Department / Job Summary:

This is a regular, 12-month, full-time, unclassified position in the Financial Aid office at Western Oregon University in Monmouth. The Financial Aid office provides monetary assistance to students who can benefit from further education but would not be able to attend WOU without such aid. <http://www.wou.edu/finaid/>

The Financial Aid Assistant Director has the responsibility to provide database administration and support to the Financial Aid office. That support includes data analysis, maintenance, development, and programming, file transfers, procedures and reporting; security and end user training within software applications; product analysis; and software and data troubleshooting. Additionally, the Financial Aid Assistant Director provides leadership and supervision, manages the classified staff workload and oversees office coverage. They assist in developing and maintaining office functions, processes, and procedures. This position also provides advisory services to the Director of Financial Aid in the planning and design of current and future data analysis needs. Furthermore, the Assistant Director also provides interpretation to the public of rules, policies, procedures, and laws with processes related to the application and receipt of federal, state, and institutional aid, as well as private scholarships and loans.

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.

Minimum Qualifications:

- Bachelor's degree
- Minimum of three (3) years of experience in a financial aid office
- Proficient with word processing and spreadsheet software
- Ability to efficiently organize, prioritize office processes, and meet deadlines, within a highly computerized environment with frequent daily interruptions
- Excellent communications skills and the ability to work independently and as part of a team
- Demonstrated success in working with diverse populations and with persons of diverse points of view.

Preferred Qualifications:

- Experience configuring and analyzing Banner Financial Aid data
- Experience with document imaging systems management
- Experience with SQLPLUS or business intelligence tools such as Cognos
- Prior supervisory experience

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

Application Instructions:

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

Required application materials (PDF preferred):

1. WOU Employment Application 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 transcripts for highest degree earned

As an alternative, you may also submit application materials to:

S1914, Asst. Director, Financial Aid, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to employment@wou.edu; OR fax to: 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.