



Financial Aid Specialist

(Office Specialist 2)

Department: Financial Aid
Recruitment #: S1937
Application Deadline: Review begins immediately. Position open until filled.
Salary Range: \$2431 - \$3528

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 position is in the Financial Aid Department at Western Oregon University in Monmouth. The Financial Aid department provides monetary assistance to students who can benefit from further education but would not be able to attend Western Oregon University without such aid. <http://www.wou.edu/finaid/>

This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU).

The Financial Aid Specialist provides clerical support for the Financial Aid Office. The person in this position must interpret and disseminate federal, state, institutional and Financial Aid office rules, regulations, policies and procedures in regard to all financial aid and scholarships that WOU administers. The information is provided to students, families, WOU staff, and the general public by E-mail, phone or direct contact. This Financial Aid Specialist provides support for the front counter, phones, financial aid student E-mail, scanning and indexing of financial aid documents, and assists with maintenance of PowerFAIDS system processes.

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.

Working Conditions:

This position may come in contact with angry, confused, or frustrated clientele in person or on the phone. There are normally multiple tasks being required at one time due to heavy workload, deadlines, and regulations. Ability to lift 25 pounds.

Minimum Qualifications:

- Two years of general clerical experience. One year of which includes typing, word processing, or other experience generating documents; **OR**
 - An Associate's degree in Office Occupations or Office Technology; **OR**
 - Graduation from a private school of business with a Certificate in Office Occupations or Office Technology **and** one year of general clerical experience
- Excellent customer service and communication skills which includes the the ability to work with a diverse student population

- Strong organizational skills with a keen eye for detail
- Must be flexible and handle simultaneous tasks.
- General computer skills and knowledge of Microsoft Windows environment

Preferred Qualifications:

- Experience with PowerFAIDS and/or Banner
- Previous professional experience working in a higher education financial aid environment

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

Application Instructions:

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

Required application materials (PDF preferred):

1. WOU Employment Application
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:

S1937, Financial Aid Specialist., 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.