

**TITLE:** Financial Assistance Specialist

**DEPARTMENT/DIVISION:** Financial Assistance – Fiscal Affairs

**REPORTS TO:** Director of Financial Assistance

**CLASSIFICATION:** Professional

### **POSITION SUMMARY**

The Financial Aid Specialist works under the direction of the Director of Financial Assistance. Responsibilities may include, but are not limited to, performing a variety of duties associated with the coordination, awarding, disbursement and returning of state, federal and institutional financial aid assistance programs.

### **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Handle confidential information with tact and discretion.
- Provide information to students regarding financial aid program requirements and procedures.
- Evaluate documented financial need.
- Accept financial aid applications and related forms; review for completeness and accuracy; verify information reported on student applications to determine eligibility for awards; screen applications; review student folders, transcripts, test scores, and process aid.
- Demonstrate integrity and ethical behavior in working with financial aid related information.
- Interpret, apply and comply with federal, state and institutional regulations governing student financial aid; maintain current working knowledge of guidelines/regulations related to financial aid.
- Answers questions, inquiries or requests of students, parents, lenders, guarantee agencies or staff in person, in writing or by telephone regarding financial aid eligibility and awards.
- Inputs information, changes, corrections, or new awards into database.
- Maintain a close working relationship with Admissions, Enrollment Services, the Business Office, and other SSC departments.
- Participate in meetings and events as assigned, which may or may not include public speaking, recruiting, educational settings and/or information sessions.
- Provide exemplary customer service.
- At times may supervise one or more clerical and/or work-study staff.
- Other duties as assigned by supervisor.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Assists with training and the dissemination of financial aid applicable information.
- Provides updates regarding changes in regulations and organizational policies.
- Generates reports as needed.
- Performs other functions as necessary or as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Must have a minimum of a bachelor's degree in student personnel services, business or related field required. Master's degree highly desirable. NASFAA Credential Certificates preferred. Prior experience in student financial aid, student personnel, or related area in a post-secondary institution preferred.
- Demonstrated experience in promoting higher education to high school and community college students. Knowledge and experience working with a diverse student population.
- Understanding of the policies and procedures pertaining to students
- Skills and knowledge to fully operate in related school information software
- Proficiency in the use of computers and experience with Microsoft Office (Word, Excel, PowerPoint, etc.) are required.
- Strong organizational, time management, and excellent written communication skills.
- Hard-working, enthusiastic, dependable, self-motivating and willing to work additional hours to complete tasks
- Must be available to work flexible hours during peak times of the academic year.
- Must be able to communicate effectively with students, faculty, staff, and administrators and with the public in person or by use of the telephone

Applications will be accepted until the position is filled. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, life insurance equivalent to contract salary, and long disability. Employment is subject to successful completion of background check. *This position is contingent upon the budget.*

To apply, cover letter, resume with names and telephone numbers of three professional references, and all academic transcripts should be sent to:

**E-Mail:** [hr@sscok.edu](mailto:hr@sscok.edu)

and/or

**Mail: Seminole State College**

**ATTN: Human Resources**

**P.O. Box 351**

**Seminole, OK 74818**

*SSC is an EEO employer committed to multicultural diversity.  
SSC participates in E-verify.*

Posted April 19, 2021