



## Financial Aid Counselor

**Department:** Financial Aid  
**Recruitment #:** S2001  
**Application Deadline:** Review begins January 27, 2020. Position open until filled.  
**Salary Range:** \$38,309 - \$45,609  
**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. The Financial Aid Office serves as custodians of federal, state, institutional and private funds thereby insuring that students receive all funds for which they are legally entitled. The Financial Aid Office provides current and complete information concerning financial aid programs, policies and application procedures while providing adequate guidance and counseling in financial planning. The Financial Aid Office works to enhance enrollment and retention of students by administering and coordinating over \$55 million of aid annually for 78% of WOU's students. <https://wou.edu/finaid/>

The Financial Aid Counselor provides verbal and written interpretation of rules, policies, procedures and laws to the public with processes related to the application and receipt of federal, state, and institutional aid, as well as private scholarships and loans. The Financial Aid Counselor must ensure compliance to federal and state regulations while processing financial aid applications. Financial aid processing includes initial file review and packaging as well as revising financial aid packages.

***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:

- A Bachelor's degree from an accredited college or university
- Ability to efficiently organize, prioritize multiple tasks, meet deadlines, and work independently and as a team player within a highly computerized environment with frequent daily interruptions.
- Excellent analytical skills.
- Strong verbal, written and presentational skills
- Proficiency with word processing and spreadsheet software.
- Demonstrated success in working with diverse populations and with those persons with diverse points of view.
- Excellent customer service skills and the ability to advise or problem solve
- The individual must not be in default on any federal student loans.

### Preferred Qualifications:

- Professional experience working in a university financial aid environment
- Previous experience working with underrepresented student populations
- Prior experience working with Banner FA and SIS, PowerFAIDS (College Board Program) and/or Award Management

- Bilingual competency
- Bachelor's degree in a technical field (Accounting, Information Technology, Project Management, etc) or related

***\*\*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](http://www.wou.edu/prostaffapp)

**Required application materials (PDF preferred):**

1. WOU Employment Application available at [www.wou.edu/prostaffapp](http://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:**

**S2001, Financial Aid Counselor**, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto: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.**