

Financial Aid Assistant Director - Scholarships

Recruitment #:	S22102
Review Date:	Immediate review Open until filled
Department:	Financial Aid
Salary Rate:	\$56,004 - \$63,900

Position Summary:

The Financial Aid Assistant Director - Scholarships is responsible for managing key aspects of the online scholarship management software, steering the General Scholarship committee, assigning scholarship awards based on the scholarship committee member's rankings and preparing award letters for those students. The AD of Scholarships is responsible for overseeing the proper awarding and reconciliation of approximately \$6.5 million in private and institutional funds annually.

The AD of Scholarships must have both broad and detailed knowledge of the policies and procedures for administering federal and state financial aid, in accordance with federal, state, and institutional regulations and policies. The AD of Scholarships may be called upon to perform duties typically assigned to a Financial Aid Counselor during times of peak financial aid file processing to ensure timely delivery of aid to students.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:

- A Bachelor's degree from an accredited college or university
- The individual must not be in default on any federal student loans.
- Occasional evening or weekend work hours required.
- The AD of Scholarships must possess the 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.
- The AD of Scholarships must possess excellent analytical skills. Strong verbal, written and presentational skills are required.
- The AD of Scholarships must be proficient with word processing and spreadsheet software.
- The AD of Scholarships must demonstrate success in working with diverse populations and with those people with diverse points of view.
- This individual needs the ability to advise, or problem solve and must be able to remain calm when working with individuals who may be frustrated or hostile.

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

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

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

Additional Application information:

Contact information for three professional references will be requested from finalists.

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University 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/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.