

## Assistant Director, Financial Aid

<b>Recruitment #:</b>	S2315
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	Financial Aid/Student Affairs
<b>Salary Rate:</b>	\$54,806 - \$64,478

### Position Summary:

The duties of the Assistant Director are divided between the administration and oversight of the WOU award programs, professional staff supervision & training, processing financial aid files, official and unofficial withdrawals and Return of Title IV Funds processing, reviewing Satisfactory Academic Progress petitions, preparing and submitting federally required reporting for Custom and Aggregate Verification groups, and monitoring transfer student aid.

The responsibilities of the Assistant Director include providing 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 Assistant Director must ensure compliance to federal and state regulations while processing financial aid applications. The financial aid processing includes initial need analysis, packaging and revising offers of assistance.

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

### Minimum Requirements:

- A baccalaureate degree is required. Preference given for technical degree (i.e., accounting, finance, information technology, project management or related field).
- 1+ years of supervisory experience with preference given for experience in financial aid.
- 3-5 years of current federal financial aid experience which includes working knowledge of policies, regulations, and practices for awarding financial aid.
- The Assistant Director must possess:
  - The ability to efficiently organize, make decisions, 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 are required.
  - Must be proficient with word processing and spreadsheet software.
  - Demonstrate success in working with diverse populations and with those persons with diverse points of view.
  - The ability to advise, or problem solve and must be comfortable working with individuals who may be frustrated or hostile.
  - Availability to occasionally travel, evening and weekend work hours are required.

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.

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://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](#)

### **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](mailto: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.**