



Bilingual Financial Aid Counselor

Recruitment #:	S2353
Review Date:	Immediate review Open until filled
Department:	Financial Aid
Salary Rate:	\$38,995 - \$45,875

Position Summary:

The Bilingual Financial Aid Counselor position requires an individual who is fluent in Spanish and English (both verbal and written). 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.

The purpose of the Financial Aid Office is to provide 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 ensuring 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.

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

Minimum Requirements:

- Fluent in Spanish and English (both verbal and written).
- A baccalaureate degree is required.
- 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.
- Must possess excellent analytical skills. Strong verbal, written and presentational skills are required.
- Must be proficient with word processing and spreadsheet software.
- Must demonstrate success in working with diverse populations and with those persons with diverse points of view.
- Must have the ability to advise, or problem solve and must be able to remain calm when working with individuals who may be frustrated or hostile.
- Must not be in default on any federal student loan.
- Occasional evening or weekend work hours required.

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Individuals are encouraged to apply even if they do not meet every one of the preferred qualifications as listed. Women, Black, Indigenous and people of color, veterans,

people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. We are most interested in finding the best person to fulfill this role, and that candidate may be someone with transferable skills and experience.

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

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.

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.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtmlq>

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.