



Financial Aid Specialist

Recruitment #:	S2400
Review Date:	Immediate review Open until filled
Department:	Financial Aid
Salary Rate:	\$2,807 - \$4,107 [Salary Steps]

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities, and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education, and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 37% of undergraduates being students of color.

Position Summary:

The Financial Aid Specialist position will be responsible for providing clerical support for the Financial Aid Office. The person in this position must interpret and disseminate federal, state, institutional, and Financial Aid Office rules, regulations, policies, and procedures regarding all financial aid and scholarships that WOU administers. The information is provided to students, families, WOU staff and the public in daily duties by phone, email, or direct contact.

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

Qualifications:

- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, parents, and staff.
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff.
- Secretarial/Administrative tasks such as data gathering, review, analysis, and providing recommendations, including writing, editing, and proofing.
- Information and Assistance tasks such as responding to inquiries or requests for specific department or institution information regarding financial aid programs and services; explaining and clarifying rules, processes, and procedures to students, staff, faculty, and the public; and providing specialized information about services available.
- This position requires a thorough knowledge of financial aid processes and rules/regulations and of all the computer programs used in the office to make determinations in regard to student files and their processing. This person is required to have an in-depth knowledge of financial aid to provide correct and thorough information to the public. This person must know when to refer functions to other appropriate staff and to set priorities within the scope of the duties of the position.
- Knowledge of Microsoft products (Excel and Word), Google products (Gmail, Calendar, and Drive), DocStar document imaging, and Banner Financial Aid.

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

1. WOU Employment Application form [available here](#) - classified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume

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. 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. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications listed.

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

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.shtml>

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.