



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Financial Aid Counselor
DEPARTMENT: Student Financial Services
STATUS: Regular Full-time

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

Bachelor's Degree required.
At least two years of office experience required.
Excellent customer services.
Knowledge of conflict resolution.

BRIEF DESCRIPTION OF DUTIES:

Counsel and advise students and parents on the various financial aid program.
Conducts and needs analysis in compliance with federal criteria to determine student eligibility.
Conducts verification of student and parent application data in compliance with federal regulations
Determine and distribute the aid type and amount of financial aid should be awarded to students.
Administer and distribute financial aid according to policies and guidelines.
Refer students to the Director for consideration of professional judgment when appropriate.
Maintain professionalism and confidentiality according to policies and guidelines.
Answer phone calls and emails from customers in a timely manner.



Participate in local and outside training as assigned by the Director.
Other related duties as assigned

SALARY: Commensurate with education and experience

POSTING DATE: December 17, 2021

CLOSING DATE: Until filled.

HOW TO APPLY: Interested persons must submit employment documents electronically:

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Application
Resume
Copy of diploma/transcripts

Mail to: Hroffice@oakwood.edu

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

RESET

◆ **God First** ◆