



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Student Account Technician

DEPARTMENT: Student Accounts

STATUS: Regular Full-time (38 hours)

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 preferred, not required.
- Minimum of 1-2 years of Customer Service/Office experience.
- Excellent communication and interpersonal skills.
- Sensitivity to cultural and gender diversity.

BRIEF DESCRIPTION OF DUTIES:

- Provide financial service to students and parents
- Post adjustments to student's accounts subsidiary (i.e., Drop/Add, Transfers, Fines, etc.)
- Calculate and post withdrawals.
- Manage the loan process, including posting loans, loan returns and reconciling loans.
- Manage, post, and process the ACA (Adventist College Abroad) applicants.
- Receipt in absence of cashier.
- Contact customers for promise to pay commitments.
- Other duties as assigned.



SALARY: Commensurate with education and experience

POSTING DATE: November 16, 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:

Completed application
Vitae
Copy of diploma/transcripts

Email: Hroffice@oakwood.edu

Oakwood University participates in 

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

RESET

◆ **God First** ◆