



JOB DESCRIPTION- FINANCIAL AID ADVISOR

General Description/Primary Purpose:

Assist in a tactful, courteous, and professional manner prospective and enrolled students including transfer students with applying for and receiving federal, state, and institutional financial aid as well as third party scholarships. This position will primarily office on the Tishomingo campus and will report directly to the Director of Financial Aid.

Classification: Full-time, Non-exempt

Salary: To commensurate with qualifications and experience, plus full fringe benefits.

Appointment: 12 months

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Description of Job Functions:

1. Exhibit pro-active attitudes and maintain a positive working environment with supervisors, staff, faculty and students. Develop and maintain a rapport and an attitude of service toward students, coworkers, and others.
2. Maintain confidentiality of student and college information according to FERPA and institutional policy.
3. Maintain institutional goals and activities and be familiar with and apply state and federal pertinent laws, rules, and regulations related to awarding and disbursing financial aid.
4. Advise and assist current and potential MSC students about financial aid including but not limited to the withdrawal process and R2T4, entrance/exit counseling, literacy counseling, resolving delinquency, and avoid defaulting on student loans.
5. Assist the Director and Associate Director with collection of information and calculations of

Return to Title IV.

6. Verify accuracy and completion of financial aid applications and forms as well as determine student eligibility for state and federal financial aid programs. Initiate correspondence to applicants regarding incomplete files and documents. Process incoming and outgoing correspondence and handle routine financial aid inquiries.
7. Assist in updating financial aid policies and procedures.
8. Troubleshooting, analytical, and problem-solving abilities necessary to meet daily challenges and responsibilities.
9. Work effectively in a culturally diverse workplace and serve students from a variety of racial and cultural backgrounds.
10. Attend financial aid conferences and workshops as necessary. Attend office staff training.
11. Maintain office hours to coincide with the demand of student traffic during enrollment and other peak periods and provide backup to other staff members as needed.
12. Assist the Director with special projects, activities and support MSC activities as serving on various institutional standing committees and participate in community service activities and programs.
13. Assist Murray State College with retention efforts to promote degree completion for students.
14. Perform other duties as may be assigned by supervisors.
15. To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.
16. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests

Required Knowledge, Skills, and Abilities:

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Demonstrate an appreciation for the comprehensive, two-year college philosophy, and recognize that we are here to serve students and our colleagues.
- Demonstrate initiative and concern for work quality with the ability to set priorities, organize, plan, and complete assignments accurately and in a timely manner.
- Demonstrate exemplary oral and written communication skills, as well as spelling and proofreading skills and computer skills beyond basic operation and word processing

including the software relevant to the financial aid office including but not limited to PowerFacts, PX and soon to come Colleague.

- Demonstrate experience, and/or willingness, to work effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Ability to review, understand and apply rules, regulations, directions, and procedures dealing with business affairs, admissions, enrollment, and assessments as stated by MSC and the Oklahoma State Regents for Higher Education.
- Ability to learn and perform all essential job functions accurately with minimal direction.
- 12. Serves as Campus Security Authority as outlined in the Clery Act.

Other Ergonomic Requirements:

In performing job functions related to assigned duties, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Monday- Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). A flex schedule may be utilized if the area supervisor finds it necessary for the functionality of the department. Compensation time can be used if approved by the supervisor and the area Vice President in advance, per MSC policies and procedures.

Qualification Standards:

1. **Minimum Educational Qualifications:** Bachelor's degree in education or applicable field of study or combination of education and experience.
2. **Experience:** Experience working in programs related to financial aid, student services, or teaching in higher education. Two years' experience working in the collegiate environment is preferred.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

Application Process:

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline:

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.