



Assistant Director of Financial Aid Systems

Recruitment #:	S2501
Review Date:	Immediate review Open until filled
Department:	Financial Aid
Salary Rate:	\$63,135 - \$64,324

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 41% of undergraduates being students of color.

Position Summary:

The Assistant Director of Financial Aid Systems has the responsibility to provide database administration and support to the Financial Aid Office. That support includes data analysis, maintenance, development, programming, file transfers, procedures, and reporting; end user training within software applications; product analysis; software and data troubleshooting. Reviews, tests, and assists with documentation and training of relevant components of the Ellucian Higher Education Banner integrated management database. Updates and maintains Banner for yearly processing and maintains communication processes. Assists with Ellucian CampusLogic product updates. Additionally, the Financial Aid Assistant Director provides leadership and supervision, oversees the Administrative Program Assistant position, and provides back-up support for office coverage. Assists in developing and maintaining office functions, processes, and procedures. This position also provides advisory services to the Director of Financial Aid in the planning and design of current and future data analysis needs.

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

Required Qualifications:

- Bachelor's degree with 1-2 years of experience in Banner FA OR 5 years of supervisory experience in the awarding of federal financial aid using Ellucian Banner FA system
- Knowledge of desktop applications, such as Ellucian Banner FA and Ellucian CampusLogic
- Knowledge and ability to read technical manuals and translate information into meaningful information and applicability for non-technical staff.
- Knowledge of integrated database systems
- Ability to train end-users in new software or procedures
- Ability to prioritize and plan work in order to perform in a high output work environment
- 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.

Required Application materials:

*Please submit only the required materials listed below. Applications **missing** required materials will not move*

forward for consideration.

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

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 would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Disability Services (ODS) at 503-838-8250 or ods@wou.edu.

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>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.