



JOB DESCRIPTION

JOB TITLE: Financial Aid Administrator I

REPORTS TO: Director of Financial Aid

CLASSIFICATION: Professional II

STATUS: Full-time, non-exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW

Financial Aid Administrators help students, families, and high school counselors navigate the financial aid process and college affordability. This role supports students in completing the Free Application for Federal Student Aid (FAFSA), collecting and reviewing required documentation, and helping administer federal, state, institutional, and other financial aid programs. Work is performed under the supervision of the Director of Financial Aid and may be assigned to the Warner and/or Muskogee campuses.

KEY RESPONSIBILITIES

- Advise students, families, and high school guidance counselors on navigating the financial aid process and college affordability.
- Assist with estimating student eligibility for various financial aid programs.
- Participate in both on and off-campus events supporting financial aid education and recruitment efforts.
- Assist with scholarship administration.
- Assist with work study program administration.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent customer service skills
- Excellent written and verbal communication skills
- Protect confidential information while managing sensitive records
- Working knowledge of Microsoft Office 365, preferred

EDUCATION AND EXPERIENCE

- Associate degree required, bachelor's degree preferred
- 1-2 years' work experience

SPECIAL REQUIREMENTS

- Although this position is based in Warner, the candidate must be able to report to either campus as needed.
- Some travel may be needed.
- Some extended hours may be needed.

Application:

Submit a CSC employment application, transcript(s) and resume to:

Connors State College
Human Resources
700 College Rd
Warner, OK 74469

E-mail: cchr@connorsstate.edu

Phone: 918-463-6334

Website: <https://connorsstate.edu/hr/jobs/>

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