



OREGON COLLEGE *of* ORIENTAL MEDICINE

ocom.edu | 75 NW Couch Street, Portland, OR 97209 | 503-253-3443

Director of Financial Aid

Are you looking for an opportunity to work for an organization that is helping to change our world for the better? If so, Oregon College of Oriental Medicine (OCOM) might be the perfect place for you.

Our campus and offices are in the heart of Old Town Chinatown, in the LEED Gold certified remodel of the former Globe Hotel building. Tom McCall Waterfront Park and the Willamette River are just a block away. You'll also enjoy easy access to the MAX Light Rail, other mass transit, and cycling routes.

OCOM is a nonprofit graduate medical school in Portland, Oregon. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing. OCOM's primary activities are providing studies for specialized graduate degrees; operating two teaching clinics, providing affordable care for patients and hands-on experience for student interns; and conducting acupuncture and Chinese medicine research. *For more information about the college, please visit ocom.edu.*

We are seeking a dynamic **Director of Financial Aid** to join our team.

Position Summary

Administers all federal, state, and institutional policies and procedures relating to student financial aid and student employment. Manages the day-to-day operations of the Office of Financial Aid, supervising staff, preparing all federal, state, and institutional reports pertaining to aid/scholarships, and serving as liaison to state and federal funding agencies.

This is a 30-32 hours per week position and is eligible for OCOM benefits. The schedule is flexible. The salary range for this position is \$48,000-50,847.

Essential Functions

- Determines student financial aid eligibility and awards according to federal regulations
- Counsels students regarding financial aid eligibility and awards
- Supervises Financial Aid Coordinator
- Ensures school compliance to Title IV regulations and policies
- Adjusts financial aid awards to include performing the Return to Title IV Funds calculation
- Develops and maintains the financial aid policy and procedure manual
- Originates and maintains Direct Loan records; performs monthly and yearly reconciliation
- Prepares files and reports for annual audit
- Manages and maintains financial aid module in the Populi database.

Knowledge, Skills, and Abilities

- Unquestionable integrity and a strong sense of professional ethics that demonstrate mutual trust and respect
- Must be detail oriented and highly organized
- Maintains working knowledge of federal, state and institutional aid programs, regulations, and guidelines
- Ability to function in a change environment
- Computer proficiency in MS Office applications and Google applications

Continued

- Needs to be dependable, reliable, and able to meet deadlines
- Must provide outstanding customer service
- Good sense of humor and pleasant disposition
- Excellent verbal and written communication skills
- Strong creative problem solving skills
- Ability to work both independently and as a team member
- Must maintain confidentiality of work related information and materials
- Establishes and maintains effective working relationships and works in a collaborative manner
- Prioritizes, implements, and manages multiple projects and due dates
- Strong managerial skills

Education and Experience

- A minimum of five years' experience in a progressively responsible role in a financial aid office
- Bachelor's degree required
- Supervisory or lead role experience

To Apply

Send cover letter and CV (.pdf format only) to **HR@ocom.edu**. In your cover letter, please answer the question, "How would this position at OCOM fit with your long-term professional goals?"

Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Amber Appleton, 75 NW Couch Street, Portland OR 97209, or **titleix@ocom.edu**.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.