



OREGON COLLEGE *of* ORIENTAL MEDICINE

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

Financial Aid Coordinator

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 **Financial Aid Coordinator** to join our team.

Position Summary

This position is responsible for supporting the daily operations of the Office of Financial Aid, including communications, data entry, and award processing. Performs functions under the general supervision of the Director of Financial Aid, but also works independently to provide a variety of processing and advising services. Major areas of responsibility include the scholarship, Federal Work-Study (FWS) and financial literacy programs.

This is a 32-hour per week position; the schedule is flexible but Friday's are required. The pay range for the Financial Aid Coordinator is \$16.50-18.50/hour.

Essential Functions

- Counsels and advises students about federal financial aid programs and eligibility, application procedures, scholarships, costs, indebtedness, money management and financial planning
- Assists and communicates to prospective, admitted and continuing students the application process and answers questions related to financial aid and scholarship awarding at OCOM
- Assists in preparation of financial aid award letters
- Manages and administers the scholarship programs and related administrative functions including maintaining scholarship applicant and award information, overseeing the applicant selection process and disbursing scholarship funds
- Monitors the Federal Work-Study (FWS) program by documenting processes, maintaining records of FWS positions and working in collaboration with the Accounting office to track FWS earnings
- Administers the financial literacy program; develops, researches and coordinates financial literacy initiatives and materials for students on topics such as federal student loans, loan payment options, budgeting and available resources; staffs and chairs the Financial Literacy Program Advisory Committee
- Presents financial aid information to prospective students at monthly Admissions Seminars
- Originates loan records and works with Federal Student Aid agencies to troubleshoot errors/problems
- Communicates with delinquent borrowers and assists alumni with loan repayment issues
- Collaborates with the Director of Financial Aid to maintain and develop the financial aid policy and procedure manual

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- Assists in preparation of student files and reports for annual audit
- Assists in preparation of forms and letters
- Attends various training opportunities to stay informed of changes to federal regulations
- Maintains membership in financial aid associations
- Performs other financial aid assignments and special projects as assigned
- Demonstrates a commitment to OCOM's core values of excellence, leadership, healing, innovation, community, and service

Other Duties

- Filing financial aid documentation.
- Organizing student files

Required Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills
- Outstanding customer service skills
- Computer proficiency in MS Office applications (especially Excel) and Google applications
- Ability to establish and maintain effective working relationships and work in a collaborative manner
- Detail oriented and highly organized
- Ability to prioritize, implement, and manage multiple projects and due dates
- Must adapt to change and interruptions
- Needs to be dependable, reliable, and able to meet deadlines
- Strong creative problem solving skills
- Ability to work both independently and as a team member
- Must comply with Federal and State Regulations
- Maintain confidentiality of work related information and materials

Experience and Education

- Experience working in a higher education setting preferred
- Student financial aid experience helpful but not required

To Apply

Please 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.

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