

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Student Financial Services  
Counselor for Prospective

**Title:** Students

**Department:** Student Financial Services

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

**Purpose:** Counsel prospective and first-year transfer students throughout the recruitment cycle regarding the student financial aid program and application process. Ensure understanding of cost and payment options and act as liaison with the Admissions Department for recruitment-related events. Ensure compliance with federal, state, and university regulations. This is an entry-level position that requires strong communication and customer service skills.

### **Essential Functions:**

- Primarily serve prospective students and their families by providing guidance and support throughout the financial aid process, while also assisting current students and families as needed.
- Counsel prospective and current students and families concerning the costs of college and the programs available to help meet those costs.
- Advise on federal, state, and university application processes and financial aid requirements.
- Explain and interpret student loan options, applications, and repayment requirements.
- Verify accuracy and completeness of financial aid applications. Determine student eligibility for federal and state financial aid programs.
- Award federal and state aid, strictly adhering to the respective regulations and guidelines.
- Serve as a liaison with the Admissions Department and act as the primary Student Financial Services representative at admissions and recruitment events, including setting up informational tables, participating on panels, and presenting financial aid information to groups of prospective students and families.
- Maintain accurate records in computerized data systems and generate internal reports as needed using system report writer, spreadsheets, and word processing.
- Monitor student accounts receivable, assist students in setting up payment plans, assess late charges, and communicate with students regarding past due balances.
- Perform other duties as assigned.

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## **Qualifications**

### **Knowledge, skills, and abilities**

- Knowledge of principles of personal service, of principles and methods for promoting services, including marketing strategy and tactics.
- Skill in conveying information effectively; actively looking for ways to help people; using logic and reasoning to solve problems; identifying complex problems; developing and evaluating options and implement solutions.
- Ability to use personal computer, including working knowledge of applications such as word processing, spreadsheets, and database systems.
- Ability to understand and explain complex policies and procedures in clear, easy to understand terms.

### **Education**

- Bachelor's degree; experience in a college financial aid office may be allowed to substitute for required degree.

### **Experience**

- Prefer candidates with experience in a college financial aid office with significant student contact.

### **Special Requirements:**

- Must be a member of a local evangelical\* Christian church.  
\*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for “Administrative Applications” on the OBU website at: <https://www.okbu.edu/hr/jobs.html>

### **OBU Benefits Summary:**

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee’s base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and

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parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at [HR@okbu.edu](mailto:HR@okbu.edu).