

FINANCIAL AID SPECIALIST

The University of Arkansas at Pine Bluff is accepting applications to fill the position of **Financial Aid Specialist**. The **Financial Aid Specialist** works under general supervision, serves as student/parent counselor, assesses aid eligibility for applicants, explains financing options, policies and procedures; meets with students, parents & institution personnel frequently; overtime may be required. **MINIMUM QUALIFICATION:** The formal education equivalent of a bachelor's degree with a major in general business or related field. **Preferred Qualifications:** Knowledge of student financial aid programs, interviewing techniques, obtain pertinent information, disseminate information orally and in writing, collect, analyze and compile data and monitor student enrollment activities.

SALARY: Grade C113– State Classification System

Qualified individuals must submit an application, resume with name, address and telephone numbers of three references to:

Human Resources
University of Arkansas at Pine Bluff
1200 N. University Dr., Mail Slot #4942
Pine Bluff, Arkansas 71601

DEADLINE FOR APPLICATIONS: November 11, 2009

Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.

State Applications may be picked up from UAPB Human Resources Office. State Applications from the Department of Workforce Services

“UAPB is an Equal Employment/Affirmative Action Employer and full participation by Women and Minority Groups is encouraged.”