

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: January 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, Room 312 Administration Building or may be downloaded from www.uapb.edu. 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.”