Executive I - Student Financial Assistance  
Located in Jefferson City, Missouri  
Salary Will Be Based Upon Credentials (Range $31,276 – 33,388)

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodation.

- Completes support service functions for Student Financial Aid team, such as, expenditure control, maintaining electronic and paper files and records, completing purchase requisitions, etc.
- Assist in completing program specific functions, including telephone back-up, producing various reports, assisting with mailings, and letter preparation
- Process program applications and maintain program files and/or databases
- Exercise independent judgement and initiative under close supervision, work is reviewed for conformance to established policies and procedures
- Assist in preparation of meetings, conferences, including facility and meal coordination and travel arrangements
- Perform other related work as assigned.

COMPETENCIES:
- Intermediate knowledge of business practices, procedures and equipment
- Introductory knowledge of the principles and practices of office organization and management
- Introductory knowledge of the general principles of fiscal control and related support service functions
- Ability to interpret and apply agency and program policies and procedures
- Ability to understand and carry out directions and maintain records
- Ability to establish and maintain effective working relationships with clients, staff and the general public
- Ability to communicate effectively and concisely both orally and in writing.
- Proficiency in Microsoft Office products including Outlook, Excel, and PowerPoint.
- Ability to demonstrate strong organizational skills as well as regular and reliable attendance

QUALIFICATIONS:
- A bachelor’s degree from an accredited college or university
- OR
- Four or more years of clerical experience and possession of a high school diploma or proof of a high school equivalency
- Experience with student financial assistance is desired.

( Earned credit hours from an accredited college or university may substitute on a year-for-year basis for a maximum of two years of the required general experience at a rate of 30 earned credit hours for one year)

Interested candidates should:
Email a cover letter and resume to:
hr@dhe.mo.gov
Screening to begin immediately
Closing Date: Open Until Filled