



NOTICE OF VACANCY

Position Title	Financial Wellness Coordinator
Salary	\$45,000 – \$55,000 annually
Reports To	Executive Director of Financial Aid & Information Technology Services
Benefits	USAO offers a comprehensive benefits package including pension, life, health, dental, and vision insurance.
Position Type	Full-time FLSA Exempt
Hours	Monday–Friday; 8:00 AM to 5:00 PM; flexibility outside of normal work hours may be required
Start Date	Open Until Filled — Review begins immediately
Supervisory Duties	None

Position Summary

As part of Student Financial Services, the Financial Wellness Coach is a student-centered professional responsible for supporting students in their financial wellness journey. This position provides individualized financial coaching, develops and implements financial literacy programming, and collaborates with campus partners to reduce financial barriers impacting student persistence.

Essential Duties & Responsibilities

The following duties are representative of the essential functions of this position. This list is not exhaustive, and other duties may be assigned as needed.

- Provide financial wellness coaching to students on topics including budgeting, saving, credit management, debt repayment, and financing education.
- Assist students in developing personalized financial action plans and setting short- and long-term financial goals.
- Support students in understanding financial aid processes, including loan obligations and repayment strategies.
- Provide proactive support and guidance to students navigating financial hardship or who may be at risk of leaving due to financial barriers.
- Collaborate with faculty and staff to integrate financial literacy into various student success initiatives.

- Track student engagement, coaching outcomes, and program effectiveness; prepare reports on program outcomes and student impact.
- Perform other related duties as assigned.

Skills & Abilities

- Ability to design and implement a financial wellness program.
- Excellent oral and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Ability to engage with diverse audiences; strong interpersonal and presentation skills.
- Excellent organizational and time management skills.
- Ability to proactively engage students through marketing, events, and targeted outreach strategies to increase participation in financial wellness services.
- Ability to handle sensitive and confidential financial and personal information with discretion and in compliance with FERPA and institutional policies.

Required Qualifications

- Bachelor's degree, or a minimum of three (3) years of experience in financial aid, financial counseling, counseling, financial literacy, student services, or a related field.
- Knowledge of personal finance topics including budgeting, credit, and debt.
- Strong interpersonal and communication skills.
- Knowledge of budgeting and debt reduction strategies, problem-solving, and intervention techniques.

Preferred Qualifications

- Professional experience in a college or university setting.
- Certification in financial counseling or coaching.
- Experience developing and delivering educational programming.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk and hear.
- Specific vision abilities required by this job include close vision.
- Prolonged periods of sitting at a desk and working on a computer.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually low to moderate.
- Work is performed primarily indoors in a standard office setting.

About USAO

The University of Science and Arts of Oklahoma (USAO) is Oklahoma's only public liberal arts university, located in Chickasha, Oklahoma, approximately 40 miles southwest of Oklahoma City. A proud member of the Council of Public Liberal Arts Colleges (COPLAC), USAO is charged by the Oklahoma State Regents for Higher Education to provide an outstanding general education program with strong offerings in the liberal arts and sciences. USAO competes as a member of the National Association of Intercollegiate Athletics (NAIA) and the Sooner Athletic Conference (SAC). For more information, visit www.usao.edu.

To Apply

Complete the USAO application at <https://usao.edu/about/personnel.html>

When completing the USAO application, please attach:

- A letter of interest describing your experience and approach to financial wellness coaching
- A detailed resume or curriculum vitae
- Three (3) professional references (name, title, phone number, and email address)
- Copies of unofficial transcripts (official transcripts required upon hire)

Questions may be directed to the USAO Human Resources Office at hr@usao.edu.

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.
