

# *NWOSU Veteran's Affairs*

## *Student Handbook*

### **NWOSU VA Coordinator**

Mrs. Tiffany Misak

Email: [veteransaffairs@nwosu.edu](mailto:veteransaffairs@nwosu.edu)

Phone: (580) 213-3102

Fax: (580) 213-3150

<http://www.nwosu.edu/student-services>

### **Documentation may be taken to these locations:**

Alva Campus: Fine Arts 126

Enid Campus: Front Office

Woodward Campus: Dean's Office

### **Veterans Administration Regional Office**

PO Box 8888

Muskogee, OK 74402-8888

Office Hours:

7:30 AM-4 PM (Mon-Fri)

Toll Free Education Line:

1-888-442-4551

From: 8 AM-6 PM

VA Educational Benefits are paid in a reimbursement method based on: method of delivery and length of courses. Although we work to ensure that VA regulations are complied with, we have no authority to determine whether you are eligible for a particular chapter of VA Educational Benefits. Only the VA can determine eligibility.

### **How to Apply for VA Education Benefits for the GI Bill®:**

Applying for your VA education benefits can be done in just a few steps:

- **Apply online** (<http://benefits.va.gov/gibill/apply.asp>) today if you know which benefit you want to use.
- Visit your nearest VA **regional office** to apply in person.
- Consult with the VA Certifying Official at the school of your choice. This official has application forms and can help you apply.
- Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

After you apply, use **VA's interactive map** to find out how quickly your regional office is processing education claims. Your education benefits are processed at one of two specialized regional claims processing centers in Buffalo, NY, and Muskogee, OK.

### **Required documents needed for NWOSU VA Student Verification process**

- **The VA Coordinator would like these documents before processing:**
  - We would like a copy or screenshot of your Certificate of Eligibility (CoE), obtained directly from the VA by the student and sent to the VA Coordinator.

- Vocational Rehabilitation (CH31) student **must** submit a signed approval (VA Form 28-1905) form from their current Vocational Rehabilitation Counselor.
- **Student MUST submit a VA Approval Form each semester they wish to use benefits:**
  - This form acts as your written request to use VA Benefits.
  - This form can be found by contacting the VA Coordinator or at these locations:
    - Alva Campus: Fine Arts 126
    - Enid Campus: Front Office
    - Woodward Campus: Dean's Office
- **If you change degree programs/majors:**
  - A change of place or program form (VA Form 22-1995) must be completed and submitted to the VA Coordinator
  - This form can be found by contacting the VA Coordinator or at these locations:
    - Alva Campus: Fine Arts 126
    - Enid Campus: Front Office
    - Woodward Campus: Dean's Office

**If you have previously used your benefits at another school:**

- You must submit a Change of Place or Program Form (VA Form 22-1995) to the VA Coordinator to transfer your benefits to NWOSU.

**NWOSU Degree Audits**

- The VA requires NWOSU to maintain a degree audit for each student's educational objective.
- You are responsible for making sure the classes you enrolled in are **required** and directly count towards your degree. The VA does not pay for repeat courses you have successfully completed, unless there is a minimum grade required for a specific degree program.
- You must notify the VA Coordinator of all changes in degree plan pursuit. Adds, drops, or changes made to your schedule for course(s) previously certified.
- **Students utilizing VA Education benefits may be in debt to the VA for withdrawing or being terminated early from school.**
- Courses that DO NOT count towards your degree program cannot be certified to the VA.

**"I" or "F" Grades**

All certified courses to the VA with grades of "I" or "F" are reported to the VA at the end of the term.

If you make a grade of "I" in a class, you have one year to complete the course. You are responsible to notify the VA Coordinator when the course grade is changed from an "I" to a letter grade on your transcript.

**\*\*\*YOU MUST NOTIFY THE VA COORDINATOR OF ALL CHANGES IN DEGREE PLAN PURSUIT. ADDS, DROPS, OR CHANGES MADE TO YOUR SCHEDULE FOR COURSE(S) PREVIOUSLY CERTIFIED\*\*\***

**Monthly Verification Procedures**

Montgomery GI Bill® Active Duty, MGIB-Select Reserve GI Bill®, REAP Benefits, Post 9/11, and Survivors' and Dependents' Educational Assistance: You must verify enrollment monthly in order to receive your benefits. Courses may be verified through the WAVE Website at <http://www.gibill.va.gov> or by calling 1-877-823-2378.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.*

### **Financial Assistance**

For information regarding Financial Aid such as grants, loans, and scholarships, contact the Financial Aid office directly at 580-327-8542.

### **Tuition Assistance**

If you are planning to use tuition assistance, please have the forms sent to the following:

Paige Fischer

Bursar, NWOSU-Alva

Herod Hall 105

Phone: (580) 327-8533

[plfischer@nwosu.edu](mailto:plfischer@nwosu.edu)

### **How to Apply for Federal Tuition Assistance:**

- Applying for Federal Tuition Assistance can be done by going online to <http://www.goarmyed.com>
- Go to the Menu
- Under Create Account, Select Student

### **National Guard Tuition Waivers**

The National Guard Tuition Waiver only covers the cost of tuition. Each student will be responsible for the assessed fees. More information can be obtained through your National Guard unit. Once completed, the form should be sent to the following:

Anne Haight

Financial Aid, NWOSU-Alva

Herod Hall 113

Phone: (580) 327-8541

[jahaight@nwosu.edu](mailto:jahaight@nwosu.edu)

### **VA students utilizing Title IV Financial Aid must meet the following guidelines as outlined in the Student Handbook:**

#### **Satisfactory Academic Progress Policy (S.A.P.P.)**

#### **Policy revised as of 2017-2018 academic year**

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, TEACH Grant, Oklahoma Tuition Aid Grant (OTAG), Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS loan programs must meet THREE requirements to maintain their financial aid eligibility at NWOSU:

First, students are required to maintain a minimum cumulative grade point average.

Second, students are required to complete (pass) a certain percentage of hours they attempt.

Third, students must complete their degree within a timely manner.

These three requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of financial aid eligibility. Students are expected to know, based on this Satisfactory

Academic Progress Policy, when they may be placed on financial aid warning, probation, or suspension. Satisfactory academic progress is reviewed at the end of each academic semester once grades have been posted.

1. Grade Point Average Requirement - Each student must meet a minimum cumulative grade point average to remain eligible for federal student aid.

	Undergraduate Classes		Graduate Classes
<b>Total Hours Attempted from All Institutions</b>	1-30	31-up	All
<b>Minimum Cumulative GPA</b>	1.7	2.0	3.0

2. Satisfactory Completion of Semester Hours Requirement - Students must also successfully complete and pass 70% of all courses they attempt. Grades of A, B, C, D, F, P, S, W, I, N, NP, CR, U and AU are all considered attempted hours. All transfer hours are included in this calculation.

	Undergraduate Classes	Graduate Classes
<b>Minimum % of Total Hours Successfully Completed</b>	70%	70%

3. Maximum Time Frame for Degree Completion - Students must complete their degree program within an allotted time frame to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all hours from all institutions attended will be included, even if a student did not receive federal student aid. Student Financial Services recommends that students who have attempted 150 hours toward their first Bachelor's degree obtain a degree audit to ensure they are taking the courses necessary to complete their degrees. For financial aid purposes grades of A, B, C, D, F, P, S, W, I, N, NP, CR, U, and AU are all considered attempted hours. Once students reach their maximum time frame for their specified degree, they are no longer eligible for federal student aid.

	Undergraduate Classes	Graduate Classes
<b>Maximum Allowed Total Hours Attempted for Earning a Degree</b>  <b>Students must be unconditionally accepted into a graduate program to receive aid for graduate hours</b>	150% of maximum hours required for any NWOSU bachelor's degree 231 hrs- Additional Bachelor's Work	48 hrs -First Master's 66 hrs -Additional Master's Work 67 hrs –Master of Counseling/Psychology 90 –Master of Counseling/Psychology with Licensure

**Financial Aid will NOT pay for:**

- Courses taken for audit
- Courses previously passed unless the course grade failed the minimum grade requirement for the program of study. The student's degree plan must specify the minimum course grade required. Only two attempts will be approved. A third attempt will not be paid by financial aid.
- Credit hours earned by placement tests.
- Credit hours in excess of the 150% maximum program limit.
- Courses taken without being an eligible degree seeking student (enrolled as non-degree seeking)

### Satisfactory Academic Progress Evaluation

Satisfactory Academic Progress is evaluated at the conclusion of each academic semester including the summer semester, if applicable, after grades have been posted. All attempted and transfer hours are counted during this evaluation.

- **Financial Aid Warning** is given to students for one semester who do not meet either one or both requirements I. and II. shown above. This is a warning status and students can continue to receive financial aid during their next semester of attendance. Note: A warning is not given to students regarding maximum time frame, it is the student's responsibility to know how many hours they have attempted and where they stand. If full compliance is not earned, the student will be placed on Financial Aid Suspension.
- **Financial Aid Suspension** will be required for any students who fail to meet either one or all requirements I. and II. shown above at the conclusion of their warning semester. Students cannot receive funds from the aid programs listed above while suspended. See Appeals: Eligibility is reestablished after the student improves his/her scholastic record to meet the minimum standards.
- **Financial Aid Suspension** will be required of any student exceeding the maximum allowed total hours attempted for earning a degree. Students cannot receive funds from the aid programs listed above while suspended. (see Appeals)
- **Financial Aid Probation** will be required for any student who has successfully appealed the Suspension with approval to receive aid for only one semester following the appeal.
- **Financial Aid Academic Plan** will be required for any student who has successfully appealed the Suspension with approval to receive aid while on a plan to ensure progress to meet S.A.P.
- Rules are applied uniformly to all students whether or not aid has been received previously.
- One semester=one payment period.
- Transfer Students Financial Aid Warning will be required for transfer students who do not meet the satisfactory academic progress conditions explained above except those students exceeding the maximum allowed total hours attempted for a degree.

### Grades

- For financial aid purposes, all grades are hours attempted. (This includes but is not limited to A, B, C, D, S, P, W, F, I, U, AU, N, NP, CR)
- Only grades of A, B, C, D, S, P and CR are counted as hours successfully completed.
- For graduate classes, grades of D are also unsatisfactory.
- All classes attempted at all institutions are used in S.A.P. quantitative calculations.
- Grades of "I" (Incomplete) do not adversely affect the CGPA; however they are considered unsuccessful and are counted in the total hours attempted. Completion of the course may result in both a change to hours completed as well as the CGPA. These changes are automatically recalculated at least once each year for financial aid recipients and can be reviewed and recalculated upon request.
- Grades received for remedial work (zero level classes) are counted as hours attempted and if successful, as hours completed for financial aid purposes. These courses have no effect on the CGPA; however unsuccessful remedial classes will count as unsuccessful hours attempted.
- Repeated courses are counted in hours attempted each time the course is taken; however the effect on the CGPA is based on the registrar's policy and determination of the Retention/Graduation CGPA.

### Appeal of Suspension

A student with extenuating circumstances may appeal a financial aid suspension by submitting a typed appeal to the Chairman of the Appeals Committee. Appeals must explain in detail why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure, and how the situation has since improved.

Examples of extenuating circumstances include illness, medical issues with immediate family members, or a death in the family. Personal or financial issues with family, friends, or roommates are not considered extenuating circumstances.

A student's typed appeal should include:

- The reason(s) why the student failed to meet Satisfactory Academic Progress.
- What extenuating circumstances caused the failure
- Supporting documentation that may be pertinent to the student's appeal.
- How the situation has improved

The signed typed appeal must contain the following statement: "I authorize the University Registrar to release my academic transcript, my academic check sheet(s), my ACT test scores and my current

and/or next semester's enrollment schedule to the Financial Aid Office for presentation to the committee that will evaluate my appeal." (Appeals must be signed.)

You will be notified of the time and place that our appeal consideration committee will meet to determine your aid eligibility status. Your attendance at the meeting is strongly encouraged but is not required. You will be advised of the outcome of the appeals hearing immediately following the hearing. All decisions of the appeal committee are final.

**If denied**, the student is responsible for paying for their own educational costs until the student improves his/her scholastic record to meet the minimum standards. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their degree program.

**If approved**, the student will either be:

- Placed on probation for one semester only, or  Placed on a continued probation based on the academic plan for success that they submitted with their appeal.

The student's approval email/letter will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

A student who fails to complete a single course or has a complete withdrawal from the university after receiving financial aid may be automatically placed on suspension.

**Caution:** You are advised that the enrollment costs for the hours in which you are enrolled pending the outcome of an appeal must be paid according to NWOSU payment policy regardless of the outcome of the appeals procedure.

### **Student Responsibility**

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. If questions arise, contact the Office of Student Financial Services at (580) 327-8542. It is the suspended student's responsibility to notify the financial aid office upon regaining compliance and to process the proper paperwork to receive financial aid.

**\*Please note: Financial aid warning, probation, and suspension are separate from academic probation and suspension.**

**VA students must meet the university's Retention and Academic Probation Policy as outlined in the Student Handbook:**

## **RETENTION AND ACADEMIC PROBATION POLICY**

Satisfactory academic progress is measured by retention grade point average and the number of credit hours successfully completed. For continued enrollment, a student must have earned a retention grade-point average as indicated below:

0 through 30 semester hours attempted.....1.70

Greater than 30 semester hours..... 2.00

(Note: All courses in which a student has a recorded grade will be counted in the calculation of the grade point average for retention purposes excluding any courses repeated, reprieved, and physical education activity courses as detailed in the State Regent's Grading Policy.)

Freshman students, 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice.

Any student who has not maintained satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, s/he must have a semester GPA of 2.0 in a minimum of 12 hours of regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

The Dean of Student Affairs and will notify students placed on academic probation or suspension in writing following the close of the semester.

### **Suspension of Students Classified as Seniors**

A student with 90 or more hours in a specified degree program who does not meet the retention 2.0 GPA or semester 2.0 GPA may enroll in up to 15 additional hours in an attempt to achieve retention requirements. This extension will be granted one time only.

### **Academic Suspension Appeals**

The academic suspension appeal procedure allows appropriate discretion in deserving cases. Academic suspension appeal procedures require that the student meet with the Student Affairs Committee. Prior to that meeting, the student must submit a written document, which state any extraordinary personal circumstance(s) that contributed to his/her academic deficiencies. The Student Affairs Committee is responsible for the final action taken on academic suspension appeals.

Any student who has been placed on academic suspension, successfully appeal their suspension, and has been reinstated to NWOSU must maintain a 2.0 GPA in a minimum of 12 hours of regularly graded coursework in the next term of attendance. Students must do so until they reach the required 2.0 retention GPA. Students not meeting this criteria will be suspended a second time.

Should a reinstated student be suspended a second time, s/he cannot return to NWOSU until such time as s/he demonstrated the ability to succeed academically. Attending another institution and successfully raising the retention GPA to meet retention standards may do this.

### **Students utilizing VA Education benefits must turn in all previous training records and transcripts to be evaluated for prior credit, whether or not prior credit is granted, in order to be certified for VA Education benefits.**

- This includes all official transcripts from previous colleges or universities.
- This also includes Official Joint Services Transcripts. You can request your joint services transcript to be sent to Northwestern Oklahoma State University at the following website: <https://jst.doded.mil/official.html>

### **Students receiving VA benefits must maintain good standing with the University; however, if a student is called to Active Duty:**

Students utilizing VA education benefits who are called to active duty may either be refunded their tuition and fees pro-rata or students may have the opportunity to take an “I”; where they will be able to work with the professors and finish out the semester. If necessary, the funding source will be refunded according to the way it was paid.

**Students utilizing VA Education Benefits must meet the Attendance Policy outlined in the Student Handbook:**

**ATTENDANCE**

Responsibility for attending class rests upon the student. Absence does not excuse the student from the obligation to do all the work required by the professor for the course. Attendance in class is expected. Only authorized absences will entitle students to perform makeup work. Such makeup work shall be scheduled at the discretion of the course instructor. Validity of unauthorized absences will be determined by the Dean of Student Affairs and Enrollment Management and the instructor.

The university requires 75% attendance for credit in a course. Each instructional staff member will determine his/her attendance policy between 75 - 90% for credit in his/her course.

Students enrolled at NWOSU are required to meet the attendance policy set forth by the university and their respective Department/Division of study. Starting in the Fall 2017 semester, NWOSU will be requesting attendance records from instructors for any VA students enrolled in their classes. The attendance records will be tracked by the VA Coordinator, Tiffany Misak, and provided to the VA when requested. An email will be sent to each VA student’s instructor informing them of the requirement to submit attendance records to Tiffany upon request. As an additional review of attendance records for VA students, Tiffany will have access to the NWOSU Early Alert System used by instructors to report any student who is at risk of not passing the class due to attendance or poor academic performance.

Please note: The VA Coordinator will notify the VA if a student fails to meet NWOSU’s attendance policy. The instructors submit this information to the VA Coordinator.

**NWOSU is compliant with PL 115-407 The Veterans Benefits and Transition Act of 2018 Section 103 and does not penalize the VA beneficiary for delayed payment by the VA. Students will not be prevented from enrolling, requiring securing alternative or additional funding, denied access to any school resources, classes, libraries, or other institutional facilities that are available to other students that have paid.**

**As an agency of the State of Oklahoma, no employee of Northwestern Oklahoma State University receives compensation or bonuses based on the recruitment of individual students. This definition includes students receiving military benefits.**

**NWOSU is compliant with 38 USC 3679 and does not charge a VA beneficiary living in the state more than the resident rate.**

Updated 6/27/2023 by Tiffany Misak

**NWOSU Essential Personnel (Appendices A-C)**

Northwestern Oklahoma State University has personnel to assist with academic and financial advising, including access to disability counseling, to assist Service members with completion of studies and with job research activities. Please see Appendices A-C.



## Appendix A

### Campus Coordinator – Enid Campus

Reports to:	<b>Enid Campus Dean</b>	Department:	<b>Enid Campus</b>
Classification: FLSA Classification: EEO: SOC Code: OTRS:	<b>Clerical/Secretarial Non-Exempt 2B3 43-6014 Non-Classified</b>	Date:	<b>November 28, 2018 Approved: HR/jg 060911 Revised: 6/27/2023 ce</b>

#### Job Summary

This position is responsible for the supervision of the admission/registration procedures, processing applications and registration of students, and assisting students, faculty, staff, prospective students, and parents on the Enid campus.

Additionally, this position is responsible for meeting students and public at the counter, and is a backup person for the main campus Registry Office at the Enid branch campus. The coordinator is responsible for the organization, coordination, and development of all aspects of student services on the Enid Campus of Northwestern. Reports to the Enid campus Dean.

#### Essential Functions

- Assists students, faculty, staff, prospective students, and parents requesting admission/registration information. Refer student through proper application protocol for undergraduate and graduate programs. Front office guidance through Ellucian system as needed
- Registration each semester of continuing students. Processing transcripts, holds, adds/drops and W's. Processing of transcript requests.
- Supervises daily office procedures regarding records management, electronic storage and auditing files.
- Keeps up-to-date on changing admission policies and procedures, which includes state and institutional changes.
- Monitors office supplies and equipment needs.
- Recruitment and retention assistance as needed
- Performs other work-related duties as assigned and Assists in emergency situations as called upon.
- Provide general University financial information to assist students, faculty and general public.
- Responsible for incoming and outgoing U.S. Postal and NW & NOC courier mail (including logs and occasional after-hours delivery).
- Schedule vehicles for faculty and staff travel; work with Alva on maintenance, travel reimbursements, etc. Additionally, backup to processing student ID's.
- Assist Student Organizations on our campus with deposits and payments from their Northwestern redbook accounts.
- Assist the Alva Business Office manager to verify and process book charge allowances for NOC aid recipients and for charge increases. Counsel students regarding payment of tuition accounts.

## Appendix A

- Request key assignments; distribute keys and get proper paperwork; manage key inventory.
- Assist with inventory tracking and marking; work with Alva accountants.
- Manage campus copiers – enter/delete codes, monthly billing information, notify Alva office of needed repairs or supplies. -Track paper inventory. Order needed paper as needed.
- Student disbursement of bookstore and library materials
- Serve as Human Resources paperwork expediter for Alva Campus HR Office.
- Assist with campus calendar and events as needed.
- Veteran Affairs
  - Serves as the main point of contact for veteran students and acts as the VA Coordinator for all campus locations. Assists students in applying for their VA Education Benefits. Certifies enrollment for payment of VA Education Benefits for all students who meet eligibility criteria as set forth by the United States Department of Veterans Affairs. Prepares annual approvals and compliance surveys requested by VA, State, Federal and other Accrediting Agencies.
- Student Advisement
  - (i.e., General Studies advisor, additionally coordinates initial advisement through departments and ensures that student and advisor have connected and student is enrolled.)
- Recruitment Activities
  - Campus Webpage and Social Networking Sites (updating and promotion of campus activities and events)
  - Campus Signage (approves all campus signage)
    - (i.e. Be available as the primary contact for individual campus visits by prospective students including scheduling advising appointments and/or getting the student enrolled.)
- Student Events/Activities
  - Event Planning and Execution (responsible for all student-based events)
  - Coordination of Student Organizations (assists Enid campus student organizations)
    - (i.e., facilitate and coordinate student activities on and off campus)
- Americans with Disabilities Act Amendments Act compliance (Enid campus representative)
- Work closely with V.P. for Administration, Dean of Student Services, Alva Bursar/Business Office, Registration Office Manager, Financial Aid offices, Bookstore, and other Alva-Enid-Woodward Campus faculty and staff.

## Terms of Employment

Regular twelve-month, full-time status with benefits. Wage to be determined by the Vice President for Administration and President.

## Qualifications:

A Bachelor degree is preferred. General knowledge of functional areas of business operations. Cash handling and accounting experience desirable. Extensive knowledge of computer applications (including, but not limited to, Microsoft Office, Data Base and keyboarding skills) is essential. Self-motivation and strong work ethic, along with good organizational and communication skills are essential. Customer service skills and professionalism a must. Ability to maintain confidentiality necessary for success. The position requires effective communication and interpersonal skills and the ability to interact positively with students, parents, faculty, staff and administration.

This position requires repetitive stooping to access lower file drawers and mobility to move from desk area to assist customers at the counter.

## Evaluation

## Appendix A

Job performance will be periodically evaluated by the Enid campus Dean within the provisions of the University's policy on personnel evaluations.

## Appendix B

Northwestern Oklahoma State University <b>Dean of Student Affairs and Enrollment Management</b>	Job Description
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Reports to:	<b>President</b>	<b>Department:</b> <b>Position:</b> <b>Position Rank/Job Code:</b>	Student Services SSEM-DEAN-A 1728
<b>Classification:</b> <b>FLSA Classification:</b> <b>EEO:</b> <b>SOC Code:</b> <b>OTRS:</b>	Executive Exempt 2B1 11-1011 Classified	Date:	<b>May 2013</b> <b>Revised: 12/6/2017</b> <b>Approved: tlc 052913</b>

### Job Summary

Chief Student Affairs Officer for the institution. Serves as the Title IX Coordinator. Coordinates and supervises the student personnel staff in guiding student affairs and enrollment management. The student personnel office involves student conduct, student organizations, student activities, recruitment, pre-admissions, counseling office and testing programs, student personnel records, residence halls, advisement, academic probation, health services and the wellness center, intramural sports, cheerleading, career services, retention-graduation and campus police. Supervises the affirmative action office, American Disabilities Act compliance for the university, the international student advisor and any student-services related grants such as Upward Bound, Student Support Services, etc.

### Essential Functions

Develop policies and programs that enhance student life and maintain a healthy campus environment.

Develop and maintain printed and electronic materials that enhance student knowledge and campus programs, services, policies, and procedures (admissions material, student handbook, campus living brochure, etc.).

Maintain accurate student records.

Work with student services personnel staff to develop procedures and policies in their areas of responsibility.

Coordinate all Enrollment Management activities and committee including recruitment and retention of students. Coordinate strategies of recruitment for first time freshman and transfers with the Director of Recruitment.

Assist in emergency situations as needed.

May require overnight travel for official University-related business.

Perform other work related duties as assigned.

### Education and Experience

Master's degree required. Earned doctorate in student services or related field preferred.

Administrative experience helpful.

Experience in student services desirable.

### Terms of Employment

## Appendix B

Twelve month, full-time status with current University benefit package. Wage to be determined by the President and Vice President for Administration, to be approved by the Regional University System of Oklahoma.

### Qualifications:

Ability to work independently in a high-volume, high-stress, high traffic environment, and be able to prioritize and monitor work flow in order to meet deadlines unassisted.

Must have the ability to represent the institution professionally and effectively to parents and the public.

Must be able to work effectively, with students, individually and in groups.

### Evaluation

Job performance will be periodically evaluated by the President within the provisions of the University's policy on personnel evaluations.

Appendix C

Northwestern Oklahoma State University	Job Description
<b>Director of Counseling and Career Services</b>	

<b>Reports to:</b>	Dean of Student Affairs and Enrollment Management	<b>Department:</b>	Student Services
<b>Classification:</b>	Administrative	<b>Date:</b>	May 2018
<b>FLSA Classification:</b>	Exempt		Approved:
<b>EEO:</b>	2B2		Updated: 6/27/2023 ce
<b>SOC Code:</b>	21-1012		
<b>OTRS:</b>	Classified		

**Job Summary:**

This individual is responsible for providing free counseling services to current students, faculty and staff, or will refer to appropriate health professional. Arrange various awareness and educational programs for the campus community including, but not limited to, drug and alcohol, depression and suicide, and sexual assault. After hours work and possible travel may be required to meet the expectations of this position.

**Essential Functions:**

**Primary Counseling**

Excellent listening skills are essential. Must be able to provide effective coping skills to individuals. Director must know their limitations and be prepared to refer clients to appropriate health professionals. Excellent record keeping and note taking abilities required. Documentation of meetings and sessions a requirement. Travel to additional locations (Enid, Woodward, Ponca City) as needed for counseling sessions. On-call crisis management responses when needed.

Implement these special programs including the complete setup and pre-event organization:

- Lead the planning, implementation, promotion of Title IX and Drug and Alcohol awareness programs while tracking completion numbers for students and employees.
- Organize the Drug and Alcohol Awareness Seminar
- Develop and Manage Awareness Campaigns – Example: Domestic Crisis Awareness; Sexual Assault Awareness
- Provide a Stress Management/suicide and Decision Making Seminar along with other seminar’s and training when a need arises
- Work with athletics department to provide training and educational programs to student-athletes, coaches, and administrators
- Talk to Ranger Connection classes to provide awareness of the counseling and career services on campus

Member of the Behavioral Intervention Team (“BIT”) which includes, but is not limited to, the following duties: To evaluate faculty, staff, students, and any others that may pose a risk to University

- BIT members manage cases in which individuals are referred for displaying concerning behaviors that place themselves, or others, at risk.
- Threat Assessment Team (TAT) may pose recommendations for handling threats.

**Career Services**

Serves as point of contact for students seeking job and/or career opportunities. Will be the point person for students seeking available student jobs on campus. Contacts faculty and staff for available opportunities and keeps up-to-date job listing for students. Will provide workshops and seminars for students who are needing assistance in interview skills, resume writing, degree and career selection, etc. Will work closely with faculty to promote career fair opportunities for our students.

## Appendix C

- Organizes career fairs that may originate on any of our three campuses. Grow the career fair with number of business and students in attendance. This includes the career fair each fall and spring semester.
- Organize and facilitate the “Education Teacher Fair”. This will include working with the Division of Education.
- Serves as primary contact person for all career services. Meet with all Ranger Connection Classes as requested to review Career Services with all freshman.
  
- Facilitates the use of MyMajors program to help students with their major or career goals
- Consults with and advises employers, students, and alumni. Manages the Career Services website
- Serves as liaison for off-campus work opportunities
- Maintains the Career Services budget.
- Work with faculty to assist in developing Internships for the campus and be a contact for interns as needed in conjunction with appropriate academic area.
- Attends and provides professional conferences/workshops and meetings in conjunction with Career Services.
- Serve as a University liaison with business and industry and assists students with career goals.
- Prepares and conducts presentations for Career Services including providing career guidance services.
- Lead workshops on projects such as resume writing, mock interviews etc. This may include securing others present or do the presenting.
- Compiles and retrieves data for reports as needed.
- Enters data of various types into appropriate forms and databases.
- Facilitates registration of employers, students and alumni via College Central Network. (Ranger Job Board)
- Maintains and provides dissemination of career and employment information.
- Must be willing and able to travel for the University in overnight status.

### Serve on Various Committees

- Commencement Committee
- Behavioral Intervention Team – Chair
- Heritage Month Committee
- Service Learning

Individual must be well organized and a self-starter.

Perform other various duties as needed.

### **Education and Experience:**

- Requires a Master’s degree or above in counseling, psychology, clinical social work or related mental health field.
- Demonstrated leadership.
- Expert knowledge and comprehensive understanding of the principles and practices of mental health counseling of young adults.
- Requires a clinical licensure to practice as a mental health provider in Oklahoma.
- Experience in counseling clients in crisis (danger to self and/or others).

### **Terms of Employment:**

Twelve month, regular full-time status, with benefits.

Wage to be determined by Vice President for Administration and President.

### **Qualifications:**

## Appendix C

Individual must be able to work as a team with other support staff on campus.

Maintaining confidentiality is essential for success in this position.

### **Evaluation:**

Job performance will be periodically evaluated by the Dean of Student Affairs and Enrollment Management within the provisions of the University's policy on personnel evaluations.