



POSITION ANNOUNCEMENT

Position: Director of Financial Aid

Posting Date: August 2, 2010

Position Number: A070

Essential Job Functions: The Director is responsible for the overall administration of the Office of Financial Aid and Student Employment consistent with the office mission statement and all relevant federal and state statutes, guidelines and procedures. This includes responsibility for budget development and allocation, reporting, programming, and the hiring, supervision, training and evaluation of staff. The Director is also responsible for implementation of all approved policies and procedures of the office. The Director must be able to perform the duties of a professional financial aid counselor and make recommendations regarding policy, procedure, organization and management as appropriate to the Dean of Enrollment Services.

Qualifications: **Required:**

- A Bachelor's degree
- Professional experience managing a comprehensive financial aid operation
- Knowledge of current federal and state regulations governing financial aid programs
- Personnel supervision and budget management experience
- Demonstrated attention to detail and strong organizational skills
- Excellent oral, written and interpersonal skills
- Strong proficiency with technology and working knowledge of PeopleSoft Financial Aid module
- Dedication to the needs of students and experience working with a diverse student population

Preferred:

- Master's degree in student personnel, higher education or related field
- Knowledge of ImageNow or similar document imaging technology
- Experience with management/disbursement/reconciliation of institutional scholarship funds
- Knowledge of state and federal veterans benefits programs

Starting Date: October 2010

Conditions of Appointment: Position is a full-time academic staff appointment. Official transcripts of the highest degree achieved will be required of finalist(s). A criminal conviction investigation will be conducted on the finalist(s). (In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record). Applicants must be legally authorized to work in the United States. Occasional evening and weekend travel for professional development and to deliver school and/or community presentations about financial aid to students and parents is required.

Salary: Competitive salary commensurate with qualifications and experience. The UW System provides an excellent [benefits package](#) including participation in a state retirement plan. **(Total Compensation Estimator).**

To Apply: Submit a letter of application that specifically addresses qualifications for the essential job

functions listed above, resume, and contact information for three references.

Completed materials should be submitted electronically as Microsoft Word or PDF attachments. If you are unable to submit materials electronically in this format please call or email for special arrangements.

Submit application materials to:

Michael Stearney, Dean, Enrollment Services
Phone: (920) 465-2152
Email: studentaffairs@uwgb.edu

Application Deadline: To ensure consideration, please submit application materials by August 20, 2010. Files must be complete to be considered.

For more information regarding the University of Wisconsin-Green Bay and the surrounding area, see our [Campus and Community](#) section. For Campus Safety information, see our [Office of Public Safety](#) website and our [Annual Security Report](#) (for a paper copy, please contact the Office of Human Resources at (920) 465-2390).