

**Director of Financial Aid**  
**UW Colleges**  
**Office of Financial Aid**

**Position Summary:**

The University of Wisconsin Colleges invites applications and nominations for the position of Director of Student Financial Aid located in the central administrative office in Madison, WI. Comprised of 13 two-year liberal arts campuses and online, the UW Colleges is part of the University of Wisconsin System.

Currently, the UW Colleges enrolls 13,000 students in its academic programs. This position is a 100% limited appointee. The Director of Student Financial Aid reports directly to the Associate Vice Chancellor for Student Services and Enrollment Management and ensures compliance with federal, state, and institutional regulations. The Director provides leadership and effective management in the efficient processing of approximately 9000 financial aid applications and the disbursement of over 50 million in financial aid funds. All financial aid is processed centrally for all 13 campuses and UW Colleges Online. The Director creates, implements, and evaluates financial aid systems and processes, coordinates comprehensive services for students and the campus community, and manages student information system software and databases (the UW Colleges uses PeopleSoft). The Director conducts statistical analyses, generates timely and accurate reports, and coordinates financial aid audits for internal, federal, and state agencies.

The Director's position interfaces closely with Business Administrative Services, the Registrar's Office and the Office of Admissions and requires well-coordinated communication between the offices to ensure consistency in information provided to students. The Director provides supervision, training, professional development opportunities, and evaluation for eight staff members. As a member of the UW Colleges community, the position requires the Director to work collaboratively with the Central Office enrollment management office, thirteen campus assistant campus deans for administrative services and student services, numerous campus financial aid contacts, financial aid administrators at UW System, students, staff, and parents.

**Qualifications:**

The successful candidate should possess a Master's degree and a minimum of five years of experience in financial aid administration. Candidates must have a comprehensive knowledge of federal and state regulations pertaining to the administration of student financial aid, current automated financial aid management software, federal needs analysis methodology, and financial budgeting. The successful candidate must also possess excellent leadership and problem-solving skills; the ability to develop, motivate, and manage staff; a strong understanding of, and proficiency with, technology; strong written,

oral, and interpersonal communication skills; demonstrated success collaborating within all levels of the institution; impeccable attention to detail and process-oriented organizational skills; an active commitment to diversity and inclusion; and an engaging style that demonstrates intelligence, adaptability, personal integrity, and high ethical standards.

**Application:**

Interested individuals should send a letter describing their interest in and qualifications for the position, a resume, and contact information including phone and email addresses for three references. The packet should be sent electronically (Microsoft Word attachments preferred) to Chase Janisch, chase.janisch@uwc.edu. The subject line in the email should be Student Financial Aid Director. For full consideration, all materials must be submitted by **March 12, 2010**. The screening process will begin immediately and will continue until the position is filled. A start date of July 1, 2010 is anticipated. Questions regarding this vacancy can be directed to Amy Alston, UW Colleges Human Resources, 608-265-5767.

***The University of Wisconsin Colleges is an Equal Opportunity/Affirmative Action institution committed to diversity and inclusiveness among its employees and in its programs, and actively seeks and encourages applications from women, minorities and persons with disabilities.***

***A criminal records review will be conducted for final candidates. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record. Convictions and pending charges will be considered only if they are substantially related to the circumstances of this position.***

***Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.***