



### **Financial Aid Counselor (Associate Student Services Coordinator)**

The University of Wisconsin-Parkside invites applications for a Financial Aid Counselor to assist students for the fall of 2010. The Financial Aid Counselor will actively participate in serving prospective and current students and their families through financial aid related services ranging from educating prospective students about the financial aid process to awarding various aid programs to educating students about the importance of good financial management.

#### **RESPONSIBILITIES**

- Financial aid counseling/advising to prospective and current students (and their families where applicable).
- Conduct presentations both on and off campus to help educate students and families about paying for college and financial literacy.
- Actively participate in student service programs that support the admission and retention of students (new student orientation etc.).
- Serve as a liaison with specific offices/initiatives to assist with pro-active efforts to help improve student success (ex. Fresh Start, Admissions, Student Support Services, etc).
- Counsel students regarding various appeal processes (academic progress, special circumstances, etc.)
- Work collaboratively with other offices in providing excellent services to students and their families.
- Provide timely and direct student services related to financial literacy and funding a college education.
- Participate in all aspects of the financial aid award packaging process from beginning to end.
- Oversee the administration and reconciliation of specific financial aid programs (loans, state aid, grants, scholarship, etc.).
- Ensure regulatory compliance is maintained through the financial aid awarding process.
- Communicate and explain the intent of University policies and procedures to students.
- Perform other duties as assigned.

#### **Knowledge, Skills and Abilities:**

- Considerable knowledge of federal Title IV and state financial aid regulations.
- Considerable working knowledge of financial aid awarding process.
- Considerable experience working with specific financial aid programs.
- Considerable knowledge of financial aid software systems.
- Working knowledge of word processing, spreadsheet, email and database applications.
- Working knowledge of time management techniques and practices.
- Ability to identify, analyze and resolve problems or concerns.
- Ability to relate well with students.
- Ability to plan, organize and prioritize multiple work assignments and projects.

- Ability to develop and maintain effective professional working relationships with individuals at all organization levels on campus.
- Ability to work independently and with a team of colleagues.
- Ability to communicate effectively both orally and in writing with students, groups or on a one-on-one basis.
- Ability to perform work often under pressure to meet student service and operational demands while maintaining service standards.
- Demonstrated understanding of student learning and student development theory.
- Ability to be responsive to the needs of the students regarding the financial aid process.

**Qualifications:**

**Required:**

- Bachelor's degree.
- Demonstrated experience giving presentations.
- For the Associate Student Services Coordinator a **minimum one year** professional work experience in post-secondary education as a financial aid advisor/counselor or as a representative of an organization associated with the financial aid profession such as a higher education lender.

**Preferred:**

- Masters degree in higher education administration, student personnel, or a related field.
- Proficient in using PeopleSoft Student Administration software.
- Proficient in software applications such as Microsoft Suite (MS Word, Excel, Power Point), etc.
- Sensitivity to, or experience in, working with a diverse, multicultural population.

**Salary:**

Salary is commensurate with qualifications and experience. The University of Wisconsin System provides a liberal benefits package, including participation in a state pension plan.

**The University:**

UW-Parkside is committed to diversity, engagement, access, and academic excellence. Candidates who can contribute to these goals are encouraged to identify strengths and experiences. The University enrolls approximately 5,100 students, many of whom are first generation and nontraditional students. Located in northern Kenosha County in the Chicago-Milwaukee urban corridor, much of the university's 700-acre campus has been preserved in its natural wooded and prairie state.

**Review of Applications:**

Applications received by June 25<sup>th</sup>, 2010 are ensured full consideration; position is open until filled.

**To Apply:**

Interested candidates should submit the following, preferably in electronic format:

- a cover letter outlining their qualifications for the position
- resume
- list of three or more professional references with contact information

Email submissions to: [Linda.Bautista@uwp.edu](mailto:Linda.Bautista@uwp.edu)

Mail submissions: attention: Linda Bautista, Search Committee, Office of Student Financial Aid,  
University of Wisconsin-Parkside, Kenosha, WI 53141.

*UW-Parkside is an AA/EEO employer D/M/V/W*