



Please Note: A change was made to this position announcement on Apr 05, 2010

Working Title: **Loan Manager**

Official title: STUDENT SERVICES CORD(T25DN)

Degree and area of specialization:

Bachelor's degree required. While the major field is not critical, majors in social work, sociology, student personnel, business, psychology, guidance and counselor related fields would provide a good background for this position. Additional coursework in areas such as business or communication arts that stress both written and verbal communication skills would be helpful.

Minimum number of years and type of relevant work experience:

A minimum of 4 years of financial aid experience in a school or student loan environment. A well qualified applicant will have at least 2 of those years of experience in the area of the Federal Family Educational Loan Program (FFELP) and/or the William D. Ford Direct Loan Program. Supervisory experience is preferred. Experience with large computing systems and especially PeopleSoft Student Administration System is a plus. Experience with the Direct Loan Program is also a plus. Experiences that demonstrate an ability to work with people from ethnically diverse communities as well as varying socio-economic backgrounds in a sensitive and professional manner is a must.

Principal duties:

This position supervises 2 experienced loan professionals and is responsible for providing strong leadership and vision for the Federal Student Loan/Private Loan unit within the Office of Student Financial Aid (OSFA). The school is in the process of transitioning to Direct Loans starting with summer 2010. This position plans, directs and participates in the daily work of the unit, ensures compliance of the unit with federal, state, and institutional rules and regulations and manages staffing needs. The position uses the National Student Loan Data System (NSLDS) and the Federal Student Aid Handbook to resolve student eligibility issues and handles difficult applicant situations regarding the loan processes in a sensitive and professional manner.

The coordinator must be able to work in a cooperative atmosphere while providing new ideas and approaches regarding loan processes, technological advances and student loan and debt counseling. This position will have a prominent role within OSFA in understanding, interpreting, testing and responding to relevant regulations that govern Federal Student/Private loans. This position must be comfortable making presentations on loans and financial aid to various student groups, parents and other professionals. This position will be expected to play a leadership role in programming for student loan debt management counseling and outreach.

This position oversees the loans module within the Integrated Student Information System (ISIS) and therefore should have demonstrated experience in testing and problem solving loan issues within an established system. Performs other duties as assigned by the Director or the Associate Director of the Office of Student Financial Aid.

Additional Information:

The University of Wisconsin-Madison is a land-grant institution with an enrollment of 41,000+ undergraduate, graduate and professional students. The Office of Student Financial aid (OSFA) employs a staff of 40 permanent employees and approximately 60 student employees. OSFA processes approximately 46,000 aid applications annually and uses the PeopleSoft Student Information System.

A criminal background check will be conducted prior to hiring.

A period of evaluation will be required



Appointment type: Academic Staff
Department(s): ENRMGT/STU FINANCL AID
Full time salary rate: Minimum \$47,000 ANNUAL (12 months)
Depending on Qualifications
Term: This is a renewable appointment.
Appointment percent: 100%
Anticipated begin date: June 1, 2010
Number of positions: 1
Department Contact:
Cheryll Steinke Phone: 608-263-8653
Student Financial Aid Phone TTY: 608-263-2473
333 East Campus Mall #9701 Fax: N/A
Madison, WI 53715-1382 Email: cheryll.steinke@finaid.wisc.edu

HOW TO APPLY:

Unless another application procedure has been specified above, please send resume and cover letter referring to Position Vacancy Listing # 63918 to the contact indicated above.

To ensure consideration, application must be received by: April 30, 2010

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

For more academic job opportunities at the University of Wisconsin-Madison please see http://www.ohr.wisc.edu/pvl/pvl_internet_report_home.html

For more information on the University of Wisconsin-Madison Office of Human Resources please see <http://www.ohr.wisc.edu/>

*For more information on the University of Wisconsin-Madison see our home page at <http://www.wisc.edu/>
For UW Madison Campus Safety Information see <http://www.wisc.edu/students/faculty/safety.htm>*